

**VERNON TOWNSHIP PUBLIC SCHOOLS  
VACANCY POSTING  
MAY 2, 2008**

**DISTRICT**

**CERTIFIED**

**ASSISTANT SUPERINTENDENT FOR BUSINESS/BOARD SECRETARY**

(New Jersey School Board Administrator and  
Chief School Administrator certificates required)

**OR**

**SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY**

(Possesses or eligible for New Jersey School Business Administrator certificate)

The Vernon Township Public School District in Sussex County is a Pre-K-12 school system with approximately 5,000 students in six schools. The district enjoys broad-based community support of its \$70 million budget. Thanks to the extraordinary efforts of its teaching staff, all students receive a challenging, rigorous academic and elective program.

**Requirements**

Qualifications include knowledge of New Jersey budgetary procedures and New Jersey Education Facilities Construction Act, knowledge of federal and state regulations, proficiency and diligence in business/financial management including computerized business systems, referendum management; budget development, long-range financial planning and analysis, bid specifications, supervision or overseeing of custodian, maintenance personnel, payroll department, purchasing and ordering, accounting, fund investments, transportation, facilities management (plant operations and school construction), school lunch/food service, and salary guide construction for negotiations with bargaining groups. Strong computer literacy and experience in technology integration, excellent organizational, interpersonal and communication skills, and strong customer service orientation.

Send letter of application. Salary range: commensurate with experience. Upon receipt of letter of intent, resume and copy of certification, an administrative application will be issued.

**Effective Date:** On or about September 2008

**Application Deadline: June 6, 2008**

In order to be considered for the above position, applicants must apply in writing, Attention: Barbara Linkenheimer, Assistant Superintendent, Vernon Township Board of Education, P.O. Box 99, Vernon, NJ 07462.

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

VERNON TOWNSHIP PUBLIC SCHOOLS  
VACANCY POSTING  
May 1, 2008

**DISTRICT  
CERTIFIED**

**INTERIM SCHOOL BUSINESS ADMINISTRATOR**

Must possess a valid School Business Administrator certificate and recent experience as a School Business Administrator. Position available immediately for an undetermined length of time; eff. 5/14/08.

**Application Deadline: May 8, 2008**

OCCUPATIONAL THERAPIST – NJ certification as Occupational Therapist; tenure track position; eff. 9/1/07. (New)

**Application Deadline: Until position filled**

MANDARIN TEACHER – NJ Certification as Teacher of Mandarin, preferred. Effective for the 2008/2009 school year and will be approved in April, 2008. Salary will be partially paid for through grant monies. (New)

**Application Deadline: Until position filled**

**SUMMER WORKERS – COMPUTER CLEANING**

Four (4) positions are available from August 1 through August 19 to clean all district computers. Hours are from 8 a.m. to 3 p.m. Hourly wage is \$8.02. Duties include: cleaning of computer interior, monitors, keyboards and mice.

**WALNUT RIDGE PRIMARY SCHOOL/LOUNSBERRY HOLLOW MIDDLE SCHOOL**

GUIDANCE COUNSELOR – NJ certification of Student Personnel Services; eff. 9/1/08. (New)  
**Position may be filled by internal transfer.**

**Application Deadline: Until position filled**

**VERNON TOWNSHIP HIGH SCHOOL  
CERTIFIED**

STUDENT ASSISTANCE COORDINATOR – NJ certification as Student Assistance Coordinator; eff. 9/1/08. (New)

**Application Deadline: Until position filled**

PHYSICAL EDUCATION/HEALTH TEACHER – NJ certification as Teacher of Physical Education/Health; eff. 9/1/08. **Position may be filled by internal transfer.** (Repl/Mayer)

**Application Deadline: Until position filled**

(2) 6<sup>TH</sup> PERIOD CLASS TEACHERS FOR INDUSTRIAL ARTS – NJ certification as Teacher of Industrial Arts; eff. 9/1/08.

**Application Deadline: Until position filled**

## **VERNON TOWNSHIP HIGH SCHOOL (Cont'd)**

(2) 6<sup>TH</sup> PERIOD CLASS TEACHERS FOR SPECIAL EDUCATION – NJ certification as Teacher of Students with Disabilities or Teacher of the Handicapped; 9/1/08.

**Application Deadline: Until position filled**

### **NON-CERTIFIED**

12-MONTH GUIDANCE SECRETARY – position requires computer literacy with knowledge of Microsoft Word and PowerSchool. Responsible to the Director of Pupil Personnel Services and guidance counselors; strong organizational secretarial skills required. Salary and benefits in accordance with the VTEA contract; eff. 7/1/08. (Repl/Basso)

**Application Deadline: Until position is filled**

12-MONTH ATTENDANCE SECRETARY – position requires computer literacy with knowledge of Microsoft Word and PowerSchool. Responsible to the building principal; strong organizational secretarial skills required. Salary and benefits in accordance with the VTEA contract; eff. 7/1/08. (Repl/Schmidt)

**Application Deadline: Until position is filled**

PART-TIME CUSTODIAN - Evening shift; 19 hours 55 minutes per week; \$16.25 per hour; (July/August summer day schedule in effect); paid semi-monthly; non-tenure bearing position; fixed term contract; eff. 7/1/08. (Repl/Shultz)

**Application Deadline: Until position is filled**

### **CO-CURRICULAR**

Asst. Football Coach – 08/09 school year. (Repl/Vazquez)  
Asst. Boys Basketball Coach – 08/09 school year. (Repl/Fincken)  
Asst. Wrestling Coach – 08/09 school year. (Repl/Fillipini)  
Head Girls Swim Coach – 08/09 school year. (Repl/Baldwin)  
Asst. Boys Lacrosse Coach – 08/09 school year. (Repl/Dolan)  
Head Fall Cheerleading Coach – 08/09 school year. (Repl/Anari)

**Application Deadline: Until positions are filled**

## **GLEN MEADOW MIDDLE SCHOOL**

### **CERTIFIED**

(2) SPECIAL EDUCATION TEACHERS – NJ certification as Teacher of Students with Disabilities or Teacher of the Handicapped; eff. 9/1/08. **Positions to be filled by internal transfers.**

**Application Deadline: Closed**

SPECIAL EDUCATION TEACHER – NJ certification as Teacher of Students with Disabilities or Teacher of the Handicapped; non-tenure interim replacement for teacher on extended maternity leave; eff. 9/1/08 – 6/30/09. (Repl/MacDougall)

**Application Deadline: 5/8/08**

**GLEN MEADOW MIDDLE SCHOOL/LOUNSBERRY HOLLOW MIDDLE SCHOOL**

ORCHESTRA TEACHER – NJ certification as Teacher of Music; eff. 9/1/08.

**Position to be filled by internal transfer.** (Repl/Krott)

**Application Deadline: 5/8/08**

**LOUNSBERRY HOLLOW MIDDLE SCHOOL**

**CERTIFIED**

SPECIAL EDUCATION TEACHER – NJ certification as Teacher of Students with Disabilities or Teacher of the Handicapped; non-tenure interim replacement for teacher on extended maternity leave; eff. 9/1/08 – 6/20/09. (Repl/Getz)

**Application Deadline: 5/8/08**

SPECIAL EDUCATION TEACHER – NJ certification as Teacher of Students with Disabilities or Teacher of the Handicapped; eff. 9/1/08. (Repl/Lagas)

**Application Deadline: 5/8/08**

MUSIC TEACHER – NJ certification as Teacher of Music; eff. 9/1/08. (Repl/Aker)

**Application Deadline: 5/8/08**

**CO-CURRICULAR**

EVENING SHIFT CUSTODIAL FOREMAN - (Stipend Only) – Step 1 \$1,359 – Full time; part-time - \$680; eff. immediately.

K-Kids Club Advisor – 08/09 school year. (Repl/Paolini)

Special Services Coordinator – 08/09 school year. (Repl/Newman)

**Application Deadline: Until positions are filled**

**CEDAR MOUNTAIN PRIMARY SCHOOL**

**CERTIFIED**

BASIC SKILLS TEACHER – NJ certification as Teacher of Elementary Education; eff. 9/1/08. (Repl/Drelick)

**Position to be filled by internal transfer.**

**Application Deadline: Closed**

(2) SPECIAL EDUCATION TEACHERS – NJ certification as Teacher of Students with Disabilities or Teacher of the Handicapped; eff. 9/1/08. (New) **Positions may be filled by internal transfers.**

**Application Deadline: Closed**

CLASSROOM TEACHER – NJ certification as Teacher of Elementary Education, non-tenure interim position for teacher on extended maternity leave; eff. 9/1/08 – 6/30/09. (Repl/Young)

**Application Deadline: 5/8/08**

**CEDAR MOUNTAIN PRIMARY SCHOOL (Cont'd)**

**NON-CERTIFIED**

PART-TIME CUSTODIAN - Evening shift; 19 hours 55 minutes per week; \$16.25 per hour; (July/August summer day schedule in effect); paid semi-monthly; non-tenure bearing position; fixed term contract; eff. 4/29/08. (Repl/Hornyak)

**Application Deadline: Until position is filled**

**CO-CURRICULAR**

Building Coordinator – 08/09 school year. (Repl/Ruggiero)

**ROLLING HILLS PRIMARY SCHOOL**

**CERTIFIED**

SPECIAL EDUCATION TEACHER – NJ certification as Teacher of Students with Disabilities or Teacher of the Handicapped; eff. 9/1/08. (New) **Position may be filled by internal transfer.**

**Application Deadline: Closed**

**WALNUT RIDGE PRIMARY SCHOOL**

**CERTIFIED**

SPECIAL EDUCATION TEACHER – NJ certification as Teacher of Students with Disabilities or Teacher of the Handicapped; eff. 9/1/08. (New) **Position to be filled by internal transfer.**

**Application Deadline: Closed**

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

In order to be considered for the above position, applicants must apply in writing, Attention: Barbara Linkenheimer, Assistant Superintendent, Vernon Township Board of Education, P.O. Box 99, Vernon, NJ 07461.