

Posting Date: 2-1-2023

## **Middle School Secretary**

12-Month Position

Candidate must have excellent organizational, communications, and office technologies skills. Experience with Power School Student Management System and student transcripts preferred.

Send letter of interest and resume to:  
Nikolaos C. Koutsogiannis, Superintendent of Schools  
Clayton Public School District  
350 E. Clinton St., Clayton NJ 08312

Materials may also be emailed to [rlavelle@claytonps.org](mailto:rlavelle@claytonps.org)

Application materials will be accepted  
until the position is filled.

Minorities encouraged to apply.