



**WEST MILFORD TOWNSHIP PUBLIC SCHOOLS
BOARD OF EDUCATION OFFICE
46 HIGHLANDER DRIVE
WEST MILFORD, NEW JERSEY 07480**

VACANCY ANNOUNCEMENT

POSITION: **SACC COORDINATOR – Part time (15 hours per week)
2017-2018 School Year**

RESPONSIBILITIES:

- *Serve as the central point of contact for the SACC program (Parents, Staff & Students)
- *Process registrations, maintain class lists and parent contact information
- *Process billing and payment for SACC participants
- *Responsible for maintaining substitute list for staff absences
- *Process payroll vouchers for staff and substitutes personnel
- *Collect and process supply orders for SACC classes
- *Strong computer skills and knowledge of Microsoft Office suite
- *Advanced interpersonal communication skills, written and oral, to work with staff and parent relations

PAY SCALE: Per Board of Education Agreement

PROCEDURES: Electronic applications accepted via
<http://www.applitrack.com/wmtps/onlineapp>
Closing Date: July 28, 2017

An Equal Opportunity/Affirmative Action Employer