THE PUBLIC SCHOOLS
CITY OF BURLINGTON
NEW JERSEY 08016

NOTICE OF VACANCY

JOB TITLE: 12-Month Secretary - Child Study Team

RESPONSIBLE TO: Superintendent of Schools, Assistant Superintendent of Schools, Director of Child Study Team, Special Education, Mental Health, Culture/Climate & Adult Education

QUALIFICATIONS:

1. High School diploma; college degree/ certificate preferred.
2. Secretarial training preferred.
3. Superior interpersonal, organizational, written and verbal communication skills.
4. Experience with Genesis Information Systems and Frontline/IEP Direct, and Google Suite preferred.
5. Ability to build relationships and maintain a positive organized work environment while communicating directly with team members, students, staff, administration, families and stakeholders.
6. Must pass required criminal history background check and proof of U.S. citizenship or legal resident alien status.
7. Must be a New Jersey resident per the NJ FIRST ACT.
8. Any additional requirements imposed by the local Board of Education.

JOB GOALS: The Child Study Team Secretary performs secretarial, clerical, and operational responsibilities for the Child Study Team while maintaining confidentiality. The Child Study Team Secretary serves as a hub of information for special education as well as a liaison between the department and school buildings, students, families, administration and stakeholders.

EVALUATION PROCESS: In accordance with State requirements and the policies and procedures as approved by the City of Burlington Board of Education.

SALARY: In accordance with Agreement between City of Burlington Education Association and City of Burlington Board of Education.

EFFECTIVE: 2026/2027 School Year

APPLICATION: Interested candidates should apply via the Applitrack link on the District's website at www.burlington-nj.net (Employment Opportunities) and attach a letter of interest and resume.

Applications will be accepted until the position is filled.

PLEASE POST

CITY OF BURLINGTON BOARD OF EDUCATION IS AN EQUAL OPPORTUNITY EMPLOYER

11/02/2026

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