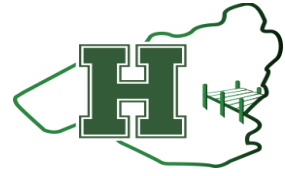


Hainesport Township School District

Joseph R. Corn, *Superintendent of Schools*
Jake Bryson, *Business Administrator*
Alexander F. Fisher, *Principal K-8*
Anthony Procopio, Jr., *Assistant Principal*
Allison Tate, *Curriculum & Instruction*
Karina McNulty, *Preschool Expansion Supervisor*



Date: April 2, 2026
To: All Staff
Re: Confidential Administrative Assistant to the Business Administrator
From: Jake Bryson, Business Administrator

Vacancy 2026-2027

Confidential Administrative Assistant to the Business Administrator 12 Month

Qualifications:

- | | |
|----|---|
| 1. | Minimum three (3) years of successful secretarial / accounting experience. |
| 2. | Previous experience in a school business office highly preferred. |
| 3. | Knowledge of accepted business practices, laws, and regulations governing school districts. |
| 4. | Working knowledge of Google Workspace and Microsoft Office. |
| 5. | Good interpersonal and communication skills. High level of interpersonal skills required to interact with employees, leaders, vendors and others. |
| 6. | Required criminal history background check and proof of U.S. Citizenship or legal resident alien status. |

APPLICATION PROCEDURE: Applications for this position will be in the form of a letter of interest and resume. Documents should be sent via email to Business Administrator, Jake Bryson.
bryson@hainesport.k12.nj.us

DEADLINE FOR APPLICATIONS: April 23, 2026

ANTICIPATED START DATE: July 1, 2026

12 MONTH POSITION

*****Applicant must meet requirements for this position.**

THE HAINESPORT TOWNSHIP SCHOOL IS AN EQUAL OPPORTUNITY EMPLOYER

HOME OF THE HAWKS

211 Broad Street, Hainesport, NJ 08036 • P (609) 267-1316 • F (609) 702-0142 • www.hainesport.k12.nj.us