

**NOTICE OF VACANCY**  
**SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY**  
**START DATE – JANUARY 4, 2021**

Interested candidates should submit a letter of interest, resume, transcripts and a copy of certification(s) to: Dr. Paul Amoroso, Superintendent of Schools, 237 Van Avenue, Pompton Lakes, NJ 07442 or email to [paul.amoroso@plps.org](mailto:paul.amoroso@plps.org) on or before October 28, 2020. The successful candidate will hold the proper New Jersey certification as school business administrator and be able to demonstrate the following skills and abilities:

- Previous school business administrator experience preferred
- Understanding of the principles and practices of financial accounting and reporting procedures consistent with statute, code and GAAP requirements
- Knowledge of accepted business practices in school districts related to budget preparation and administration, insurance, purchasing, transportation, food services, school plant operations and facility planning
- Demonstrated organization, communication and interpersonal skills

**NOTICE OF VACANCY**  
**ABA AIDE(S)**  
**2020-2021**

Experience in ABA and Autism required. Sixty (60) college credits or highly qualified status required. Interested candidates should submit a letter of interest and resume to: Mrs. Lauren Aiello, Supervisor of Special Services. E-mail [lauren.aiello@plps.org](mailto:lauren.aiello@plps.org).

**NOTICE OF VACANCY**  
**MIDDLE SCHOOL LEAVE REPLACEMENT**  
**ART TEACHER**  
**DATE AVAILABLE: NOVEMBER 12, 2020 – APRIL 15, 2021**

Interested candidates should submit a letter of interest, resume, copy of certification(s), references, and transcript(s) to: Dr. Jake Herninko, Principal, Lakeside Middle School by email to [jherninko@plps.org](mailto:jherninko@plps.org).