

## Administrative Support for Curriculum and Instruction Development

Pineland Learning Center, Inc., a NJ DOE approved private school for students with disabilities located in Vineland, NJ is seeking part-time Administrative Support for Curriculum and Instruction Development for the 2018-2019 school year.

### **Administrative Support position available:**

- 2-3 days per work with the potential for additional hours as needed
- Hours of employment to be determined
- Appointment commences immediately

### **Experience in the following areas:**

- Previous employment in a school or educational institution
- Microsoft, Google Suite and/or Mac applications
- Purchasing and keeping inventory
- Researching and obtaining pertinent information from the internet or other sources
- 2 or more years of relevant work experience preferred

### **Education:**

- Associates Degree or higher preferred

### **Job Requirements:**

- Excellent written and oral communication skills
- Attention to detail and problem-solving skills
- Strong organizational skills
- Excellent time management and ability to meet required deadlines
- Possess good interpersonal skills
- Provide support to multiple supervisors and projects
- Take direction from supervisors and work well with others
- Work independently and collaborate with a team
- Expertise in proofreading skills
- Knowledge in curriculum writing format
- Knowledge in purchasing materials for curriculum development
- Research and contact resources to support curriculum & instruction development
- Organize and maintain curriculum & instruction materials and equipment inventory
- Expertise in MS Office Suite and Google Suite to create documents and forms
- Initiate and prioritize tasks and projects
- Communicate with sending school districts
- Manage the student reporting process
- Maintain confidentiality
- Manage the off-campus and on-campus paperwork process
- Handle and manage program funds
- Utilize a framework and checklist to ensure that lesson plans are submitted timely and meet expectations
- Assist in preparing for the Extended School Year Program

Please submit your resume and cover letter to the attention of Haydee Gomez, HR Manager, via email at [haydee.gomez@pinelandschool.org](mailto:haydee.gomez@pinelandschool.org) or via fax at (856) 690-1043.

*We are an equal opportunity employer and do not discriminate in accordance with N.J.S.A. 10:5-1 et seq.*