

OFFICE OF THE SUPERINTENDENT OF SCHOOLS
Ridgefield Park, New Jersey

TO: ALL EMPLOYEES

FROM: Dr. Barry Haines
Acting Superintendent of Schools

DATE: August 26, 2022

RE: **Vacancy Notice**

This is to notify you that the following position(s) is/are available for application for the 2022-2023 school year.

District Grant Coordinator - Two Year, Grant Funded Position

Qualifications, Experiences, and Competencies:

- Degree in Education, preferred
- Certification in education leadership and/or administration and supervision, preferred
- Central Officer experience with background in educational research or proposal development, preferred
- Minimum of three (3) years of successful classroom teaching experience, or equivalent experience that includes analyzing student data
- Knowledge of state and federal laws pertaining to education and grants
- Experiences in data management, monitoring processes, and grant writing, preferred
- Experience with NJHomeroom, NJSMART, compliance, forms, and all associated documents and templates preferred.
- Demonstrated success working with and through people in establishing goals, objectives and action plans to produce expected results, such as, but not limited to, increasing student academic achievement.
- Demonstrated skills in self-motivation, problem-solving, organizing, written communications, good moral character and initiative
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status
- Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

Interested candidates are encouraged to submit an application via Applitrack @ <https://www.applitrack.com/rpps/onlineapp/>

Applications close when filled.

BH:kk

c: RPEA President
Building Principals
C. Grapstein
W. Demikoff

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

PLEASE POST