



Spring Lake Borough Board of Education

411 Tuttle Avenue
Spring Lake, NJ 07762
732.449.6380

www.HWMountz.K12.NJ.US

POSTING

Position: School Business Administrator/Board Secretary
Start Date: July 1, 2021
Salary: Commensurate with Experience
Apply by: 5:00 PM on March 15, 2021

The Spring Lake Borough Board of Education is currently engaged in rebuilding the district leadership team and is in search of qualified candidates to serve in the position of full-time School Business Administrator/Board Secretary with responsibilities to also serve in the same position for a neighboring district of similar demographics and size.

In this nationally recognized, Blue Ribbon, PK-8 school district, all children are educated within the confines of the H.W. Mountz School which is centrally located in the beautiful shore town of Spring Lake, New Jersey.

Steep in a tradition of academic and athletic excellence, the district is enjoying a renaissance in rebuilding its student population with new residents and local non-residents alike. As such, the Board recognizes the importance of staffing its leadership team with innovative, creative, and forward thinking individuals.

Applicants who will garner the most attention are those who demonstrate an understanding of the dynamics of working in a small district, and those who meet the following qualifications:

- Hold a New Jersey School Business Administrator Certification
- Experience as a School Business Administrator/Board Secretary or Assistant SBA/BS
- Familiarity with Federal, State, and County operating procedures
- Knowledge of Asbury Park and/or Systems 3000 software is beneficial

Interested candidates should submit the following items, via email by **March 15, 2021** to:

HR@HWMountz.K12.NJ.US

% Dr. Stephen V. LaValva, Superintendent/Principal

Cover Letter, Resume, Copy of all Certifications, Two Letters of Recommendation