

Princeton Charter School
A US Department of Education Blue Ribbon School
Serving students in grades K-8
Seeks qualified applicants for the following 2017-2018 positions:

ART – K-8

All applicants must hold, or be willing to attain, the relevant NJ certification.

CONDUCTOR, 5-8 Orchestra

Experienced conductor wanted for exceptional middle school orchestra. Rehearsals are every Thursday 5:45 – 7:15 PM. All students take private lessons. Knowledge of orchestra literature and ability to arrange woodwinds and brass required.

MIDDLE SCHOOL ADMINISTRATIVE ASSISTANT

The administrative assistant reports to and supports the Assistant Head of School for the 5-8 building. This is a full-time, 12-month, position. The ideal candidate must have excellent interpersonal skills to work with students, staff, parents, and others as well as effective planning, coordinating, and organizational skills. In addition, he or she must be able to handle sensitive information in a discrete manner. The position requires someone who is adept at learning online student information systems and who has a strong working knowledge of Microsoft Word and Excel as well as Google Apps for Education.

Interested candidates should send a cover letter, resume, copies of college transcripts to: Head of School, Princeton Charter School, 100 Bunn Drive, Princeton, NJ 08540, or to pcsoffice@princetoncharter.org. Princeton Charter School is an equal opportunity employer. Deadline for application is July 10, 2017. Must be a resident of New Jersey or willing to relocate. For more information visit our web site at www.pcs.k12.nj.us.