Employment Opportunity

Principal Clerk Typist (12 month)

Dallago

February 2027

Salary: $36,608 - $59,369 (based VEA contract secretarial salary guide)

Benefits: Full-time staff are eligible for medical, prescription, and dental. Sick and personal days are included based upon the negotiated VEA contract.

Application Deadline: November 27, 2026

Position Summary
The Principal Clerk Typist provides professional, courteous, and efficient administrative support to ensure the smooth operation of the school. This position involves consistent interaction with internal and external stakeholders and requires strong communication, organizational, and clerical skills. Serves as the first point of contact for visitors and callers and plays a key role in maintaining accurate records, processing documents and purchase orders, and supporting office initiatives.
This is a Civil Service Position. View the Job Description: 4005 Clerk Typist. Internal applicants are encouraged to apply.

Qualifications

- High school diploma or equivalent required.
- 2 years typing or clerical experience.
- Strong verbal and written communication skills.
- Strong proficiency with Google and standard office equipment.
- Ability to manage multiple tasks in a fast-paced environment with accuracy and attention to detail

Who We Are
Vineland Public Schools serves nearly 11,000 students across 16 schools in the heart of South Jersey. We are committed to fostering a culture of Empathy, Adaptability, Perseverance, Responsibility, Communication, and Critical Thinking—the core attributes of our Portrait of a Graduate. Join a team dedicated to innovation, equity, and excellence.

How to Apply
Submit your application on Frontline
Internal applicants should apply using the internal application on Frontline.

**Position location is subject to change based upon district needs. Positions are subject to transfer, reassignment, and final Board of Education approval.*

Vineland Public Schools is an equal opportunity employer. We are committed to a work environment free from discrimination and harassment, embracing the diversity of all applicants regardless of race, creed, color, religion, sex, gender identity or expression, sexual orientation, national origin, ancestry, age, marital or domestic partnership status, disability, genetic information, military service, or any other characteristic protected by law.