

***Payroll Specialist/Bookkeeper***

JobID: 1709

Position Type:

Business Office/Payroll Specialist/Bookkeeper

[Email To A Friend](#)[Print Version](#)**Date Posted:**

10/19/2023

Location:

Education Center

Date Available:

ASAP

Closing Date:

11/12/2023

Position: Payroll Specialist/Bookkeeper

Position Summary: To assist the Supervisor of Payroll in all of the functions involved in the preparation of the district's payroll and maintenance of district records related to employee earnings and deductions, with specific responsibility for ensuring the accuracy of preliminary and final payroll reports, time sheets, spreadsheets, and funds distribution; responding to inquiries and requests for data analysis and reports for collective bargaining unit negotiations, and providing timely and accurate payroll production.

Qualifications:

- Minimum of a high school diploma or its equivalent
- College courses or a degree in a related field, preferred
- Three (3) years of experience in payroll processing
- Three (3) years of prior experience in a public-school payroll department
- Excellent interpersonal and customer service skills necessary for the handling of confidential information and providing high quality service both internally and externally
- Effective time management, problem-solving, organizational, and written and verbal skills
- Experience with enterprise resource programs (ERPs), Microsoft Excel, Microsoft Word, Google suite and other web-based applications
- Ability to quickly learn and adapt to new procedures, computer applications, and software systems, including those currently used and ones adopted by the district
- Ability to work independently, as appropriate, analyze a situation accurately, and implement an effective course of action
- Ability to work effectively as a team member and to collaborate on group projects to ensure their successful completion

Working Conditions: 12-month position, non-affiliated, full-time. Salary negotiable.

Application Procedure: To apply for this position, please visit <http://www.ridgewood.k12.nj.us/> and click on the JOB OPPORTUNITIES link to complete the application process. Please do not mail, email, or bring a resume to the district HR office or to any school. Unsolicited paper documents will be discarded.

The position will remain open until filled.

The Ridgewood Public School District is an Equal Opportunity Employer

FMLA regulations require all employers to post the [updated FMLA notice](#).

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High School Math Teacher

JobID: 1710

Position Type:

High School Teaching/Mathematics

[Email To A Friend](#)[Print Version](#)

Date Posted:

11/1/2023

Location:

Ridgewood High School

Date Available:

01/01/2024

Closing Date:

12/03/2023

Position: Teacher of Mathematics - High School Mathematics Grades 9-12

Position Summary: An instructor is needed for a tenure-track high school mathematics teaching position. Experience preferred but not required. Must be able to teach multiple levels of Mathematics. Prefer an instructor that has experience teaching special education and has or is willing to become special education certified.

Qualifications:

- New Jersey Teacher of Mathematics certification required
- New Jersey Teacher of Students with Disabilities certification or willing to obtain, preferred
- Skilled in strategic instruction in the NJ Student Learning Standards
- Must demonstrate ability to differentiate instruction and motivate students by providing intervention and challenge activities and instruction
- Must demonstrate ability to establish a classroom atmosphere which encourages learning
- Must be able to effectively communicate with teachers, parents, and administrators both verbally and in writing
- Demonstrate excellent interpersonal skills
- Self-motivated in his/her/their pursuit of professional growth

Working Conditions: 10 month, full-time, tenure track position, salary as per negotiated contract with benefits

Selection Procedure: Interview and demonstration lesson

Application Procedure:

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OPPORTUNITIES link to complete the application process. Please do not mail, email, or bring resumes to the district HR office or any of our schools. Unsolicited paper documents will be discarded. Hiring administrator will contact selected candidates for interview.

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***Elementary Teacher - Grade 2***

JobID: 1712

Position Type:

Elementary School Teaching/Classroom Teacher (Grades 1 through 5)

[Email To A Friend](#)[Print Version](#)**Date Posted:**

11/1/2023

Location:

Ridge Elementary School

Date Available:

02/01/2024

Closing Date:

11/19/2023

Position: Elementary Teacher - Grade 2

Position Summary: Ridgewood Public Schools seeks a Grade 2 Teacher for Ridge Elementary School. Selected candidate will be responsible for teaching all subjects to assigned students in accordance with system-wide goals and curriculum objectives and for performing other duties within the scope of his/her employment and certification.

Qualifications:

- New Jersey Elementary Teacher Certification
- Must demonstrate ability to plan effectively using appropriate methods and materials
- Must demonstrate ability to differentiate instruction and motivate students by providing intervention and challenge activities and instruction
- Must demonstrate ability to establish a classroom atmosphere which encourages learning
- Must have ability to analyze student progress to improve instruction and work students as individuals
- Must have ability to use technology to enhance learning and assess students
- Must be able to effectively communicate with teachers, parents, and administrators both verbally and in writing
- Must be able to work collaboratively and have experience maintaining harmonious relationships with students, colleagues, and parents.

Selection Procedure: Interview, Writing Sample and Demonstration Lesson**Working Conditions:** Full-time; tenure track.**Application Procedure:**

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***Latin Teacher - Leave Replacement***

JobID: 1731

Position Type:

Middle School Teaching/World Language - Latin

[Email To A Friend](#)[Print Version](#)**Date Posted:**

12/22/2023

Location:

George Washington Middle School

Date Available:

02/05/2024

Closing Date:

01/14/2024

Position: Teacher of Latin - Middle School - Leave Replacement**Position Summary:** Ridgewood Public Schools seeks an leave replacement Latin teacher for middle school.**Qualifications:**

- NJ K-12 Instructional Certificate for Teacher of Latin
- Must demonstrate knowledge of NJSLs in World Languages
- Must demonstrate independent initiative for professional growth
- Must be able to effectively communicate with teachers, parents, and administrators both verbally and in writing
- Must be able to work collaboratively and have experience maintaining harmonious relationships with students, colleagues, and parents.

Start Date: February 2, 2024 to May 6, 2024**Working Conditions:** Full-time, temporary teaching assignment for leave of absence.**Application Procedure:** To apply for this position, please go to <http://www.ridgewood.k12.nj.us/> and click on the JOB OPPORTUNITIES link to complete the application process. Please do not mail, email, or bring resumes to the district HR office or any of our schools. Unsolicited paper documents will be discarded.

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***Budget, Accounting and Reporting Specialist***

JobID: 1716

Position Type:

Business Office

[Email To A Friend](#)[Print Version](#)**Date Posted:**

11/8/2023

Location:

Education Center

Date Available:

ASAP

Closing Date:

12/03/2023

Position: Budget, Accounting and Reporting Specialist

Position Summary: To assist the the School Business Administrator/Board Secretary in all functions and procedures required for the efficient functioning of the daily operations of the Ridgewood School District's Business Office.

Qualifications:

- Bachelor's Degree or equivalent job experience
- Three (3) years of experience in accounting
- Three (3) years of prior experience in a public-school business department preferred
- Deep knowledge of GAAP Accounting
- Excellent interpersonal and customer service skills necessary for the handling of confidential information and providing high quality service both internally and externally
- Effective time management, problem-solving, organizational, and written and verbal skills
- Experience with school accounting software, Microsoft Excel, Microsoft Word, Google suite and other web-based applications
- Ability to communicate and work effectively with staff, administrators, students, vendors, consultants, professionals, and others in job-related areas
- Ability to quickly learn and adapt to new procedures, computer applications, and software systems, including those currently used and ones adopted by the district
- Ability to work independently, as appropriate, analyze a situation accurately, and implement an effective course of action
- Ability to work effectively as a team member and to collaborate on group projects to ensure their successful completion

Working Conditions: 12-month position, non-affiliated, full-time with benefits. Salary negotiable.

Application Procedure: To apply for this position, please visit <http://www.ridgewood.k12.nj.us/> and click on the JOB OPPORTUNITIES link to complete the application process. Please do not mail, email, or bring a resume to the district HR office or to any school. Unsolicited paper documents will be discarded.

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