

**HASBROUCK HEIGHTS PUBLIC SCHOOLS**  
**379 Boulevard**  
**Hasbrouck Heights, New Jersey 07604**

*Matthew Helfant, Psy.D.*  
*Superintendent of Schools*

*Tel: (201) 393-8146*  
*Fax: (201) 288-0289*

**POSTING**  
**July 14, 2022**

**Substitute Secretaries and Substitute Clerical Support**

To work on an as needed basis in the  
Elementary, Middle School or High School Offices

\$15.00 per hour

Requirements:

High School Diploma  
Prior office experience a plus  
Computer knowledge a plus

Interested candidates should email a cover letter and resume to:  
Mrs. Joan Catapane  
Catapanej@hhschools.org