

**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*

SAT Prep Coordinator  
SY 2019-2020

Plan and implement all communications to SAT prep students.

Send reminders to students on session dates and times.

Collect all attendance sheets.

Communicate with all students not in attendance.

Collect and distribute materials to staff.

Communicate with families as necessary.

Coordinate rooms, technology and manage the logistics of program.

Duration: 1 hour per week for 10 weeks

Pay: \$32 per hour

Send cover letter and resume to [barchiniv@hhschools.org](mailto:barchiniv@hhschools.org).  
Applications will be accepted until September 13, 2019.