

**WALL TOWNSHIP PUBLIC SCHOOLS
CENTRAL OFFICE**

TITLE: ADMINISTRATIVE ASSISTANT TO CENTRAL OFFICE
ADMINISTRATORS

REPORTS TO: Superintendent of Schools and Director of Curriculum and Instruction

QUALIFICATIONS:

1. High school diploma; secretarial and computer training.
2. Minimum of three years' experience in central office or school office work.
3. Experience with MS Word, PowerPoint, Excel, Access, Publisher, and Outlook, and mail merge functions in various programs.
4. Excellent secretarial skills.
5. Strong analytical, communication, and human relations skills.
6. Ability to maintain confidentiality as required and appropriate.
7. Required criminal history background check and proof of U.S. citizenship or legal residential alien status.

JOB GOAL: To serve as the confidential administrative assistant in central office and coordinate school-level and district-wide administrative activities.

PERFORMANCE RESPONSIBILITIES:

1. Supervises and coordinates the efficient workflow of the school system relative to the responsibilities of the Superintendent and Director of Curriculum and Instruction.
2. Performs all secretarial and confidential work as assigned by the Superintendent and Director of Curriculum and Instruction.
3. Supervises and assists in the preparation of all correspondence and reports emanating from the office of the Superintendent and Director of Curriculum and Instruction.
4. Maintains a regular filing system, as well as a set of locked confidential files, and processes incoming correspondence.
5. Places and receives telephone calls and e-mails, and records messages for the Superintendent and Director of Curriculum and Instruction.
6. Maintains a schedule of appointments for the Superintendent and Director of Curriculum and Instruction, and makes arrangements for conferences, meetings, and interviews.
7. Acts as a liaison for the Superintendent and Director of Curriculum and Instruction with administrative staff in screening and routing inquiries and requests.
8. Assists the Superintendent and Director of Curriculum and Instruction in preparing reports required by law, administrative code, and Board of Education policy.
9. Performs other related duties as may be assigned by the Superintendent and Director of Curriculum and Instruction.

TERMS OF

EMPLOYMENT: Salary and work year to be determined by the Board of Education

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of Board of Education policy on evaluation of non-certified personnel.

APPROVED: December 13, 2011