

GLASSBORO PUBLIC SCHOOLS

Glassboro, New Jersey

JOB DESCRIPTION

TITLE: **Administrative Assistant to the Assistant Superintendent**

QUALIFICATIONS: High School Diploma and secretarial training. Minimum experience in general or school office work as determined by the board. Knowledge of automated office equipment and excellent word processing and secretarial skills. Strong analytical, communication and human relations skills. Strong background and working knowledge of Microsoft Office products to include a substantial understanding of Excel Spreadsheet, Database Management, Professional Grade PowerPoint Presentations & Publisher. Understanding of New Jersey Teacher Licensure & Credentials Preferred. Excellent communication skills, both written and verbal. High interpersonal relationship skills in dealing with fellow professionals, parents, and visitors.

REPORTS TO: Assistant Superintendent

JOB GOAL/MAJOR FUNCTIONS:

To serve as the Assistant Superintendent's Confidential Secretary; supervise all administrative secretarial duties in the Assistant Superintendent's office, and coordinate school level and districtwide administrative activities as directed.

1. Provide direct administrative assistance to the Assistant Superintendent and perform various clerical duties such as assisting visitors at the front desk, fielding phone calls, copying and preparing documents, postmarking outgoing mail and sorting incoming mail and any other task as directed.
2. Maintain and submit Reports and Grants in an accurate and timely manner.
3. Process Purchase Orders using an Automated System.
4. Organize, schedule and oversee the Teacher Evaluation System.
5. Work efficiently and effectively with all levels of school personnel.

TERMS OF EMPLOYMENT:

This is a twelve (12) month position with salary and work year to be established by the Board of Education.

EVALUATION:

Performance in this position will be evaluated annually in accordance with provisions of the Board's policy on evaluation of personnel.