

LACEY TOWNSHIP SCHOOL DISTRICT**Administrative Assistant to the Superintendent of Schools**

JOB TITLE: Administrative Assistant to the Superintendent of Schools

REPORTS TO: Superintendent

JOB GOAL: To serve as the Superintendent's confidential administrative assistant and coordinate school-level and district wide administrative activities.

QUALIFICATIONS:

1. Bachelors or Associates degree, Professional School Diploma/Certificate is highly desirable. High School Diploma is required.
2. Experience in general or school office work as determined by the Board
3. Expertise with computers in word processing, data entry and spreadsheets - preferably with Microsoft Office and Google Docs.
4. Strong analytical, organizational, communication and human relations skills.
5. Ability to maintain confidentiality as required and appropriate.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

PERFORMANCE RESPONSIBILITIES:

1. Supervises and coordinates the efficient workflow of the school system relative to the responsibilities of the Superintendent.
2. Performs all confidential work as assigned by the Superintendent.
3. Coordinates the activities for the Superintendent's office.
4. Supervises and assists in the preparation of all correspondence and reports emanating from the Superintendent's office.
5. Maintains a regular filing system, as well as a set of locked confidential files, and processes incoming correspondence. Places and receives telephone calls and records messages for the Superintendent.
6. Assists in the preparation of Board Meeting agenda items from the office of the Superintendent.
7. Maintains a calendar for the Superintendent and makes arrangements for conferences, events, meetings and interviews.

8. Supervises and coordinates the preparation and distribution of all school district publications and news releases, including website information.
9. Acts as a liaison between the Superintendent and administrative staff in screening and routing inquiries and requests.
10. Assists the Superintendent in compiling data and preparing reports required by law, administrative code and Board policy.
11. Coordinates the regular purging of files in accordance with State regulations.
12. Performs other related duties as may be assigned by the Superintendent.

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 NJ State law and the provisions of the Board's policy on evaluations.

Approved by: Lacey Township Board of Education

Revised:

Approved: September 17, 2012

LEGAL REFERENCES:

N.J.S.A.18A:6-7.1-7.5	Criminal history record
N.J.S.A.18A:16-1	Officers and employees in general
N.J.S.A.18A:16-2	Physical examinations; requirements
N.J.S.A. 18A:17-2	Tenure of secretarial and clerical employees
N.J.S.A.18A:17-24	Clerks In Superintendent's office
N.J.A.C. 6A:32-6	School employee physical Examinations
8 U.S.C.A. 1100 et seq.	Immigration Reform and Control Act of 1986