

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

JOB TITLE: Administrative Assistant to the Assistant Superintendent

REPORTS TO: Assistant Superintendent

JOB GOAL: To serve as the Assistant Superintendent's confidential administrative assistant; ensure the smooth and efficient operation of the Assistant Superintendent's Office 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. Minimum 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.

RESPONSIBILITIES:

1. Coordinates the efficient workflow of the school system relative to the responsibilities of the Assistant Superintendent.
2. Performs all - confidential work as assigned by the Assistant Superintendent.
3. Provides assistance with the activities for the office of the Assistant Superintendent.
4. Assists in the preparation of all correspondence and reports emanating from the office of the Assistant Superintendent.
5. Maintains a regular filing system, as well as a set of locked confidential files, and processes incoming correspondence.
6. Places and receives telephone calls and emails, and records messages for the Assistant Superintendent.
7. Assists in the preparation of Board Meeting agenda items from the office of the Assistant Superintendent.

8. Maintains a schedule of appointments for the Assistant Superintendent, and makes arrangements for conferences, events, meetings, and interviews.
9. Acts as a liaison between the Assistant Superintendent and administrative staff in screening and routing inquiries and requests.
10. Assists the Assistant Superintendent in preparing reports required by law, administrative code, and Board of Education policy.
11. Coordinates the regular purging of files in accordance with State regulations.
12. Performs other related duties as may be assigned by the Assistant Superintendent.

TERMS OF EMPLOYMENT: Work year and salary 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:

Date Approved: July 20, 2015

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.1BA: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