

FLEMINGTON-RARITAN REGIONAL SCHOOLS

JOB DESCRIPTION

TITLE: Curriculum Office Secretary

QUALIFICATIONS:

Minimum:

1. Two years post-secondary training or four years secretarial job experience.
2. Knowledge and experience in the use of computers, including Word, Excel, and Outlook.
3. Telephone Experience/Manners.
4. Use written and oral English correctly.
5. Exhibit confidentiality and display ethical discretion, tact, self-control and a professional pride and attitude.
6. Being dependable, prompt, and accurate in assuming and carrying out responsibilities.
7. Criminal history background check and proof of U.S. citizenship or legal resident alien status and a complete physical examination.

Desirable:

1. Work cooperatively with administration, staff, and parents.
2. Work constantly toward improvement.
3. Ability to manage multiple projects independently with occasional guidance.

REPORTS TO: Assistant Superintendent and/or the Curriculum Supervisors

JOB GOAL: The basic function of this position is to perform tasks that support the Curriculum Department and Supervisors, including but not limited to, scheduling appointments, answering phones, typing filing, proofreading, processing purchase orders, etc.

In addition, this position is responsible for the management of all curriculum documents, benchmark assessments, coordinating professional development offerings throughout the year, and for all clerical tasks associated with curriculum and in support of the Curriculum Department Supervisors.

PERFORMANCE RESPONSIBILITIES:

1. Receives Central Office phone calls and records messages.
2. Excellent secretarial skills with expertise in organization, scheduling, multi-tasking and communication.
3. Extensive knowledge of Microsoft Office's Word, Excel, and Outlook software. Demonstrated ability to learn and utilize the District's student management software, business office software, and professional development software packages.
4. Ability to fact-check and proofread documents.
5. Ability to research and type departmental purchase orders, ensure appropriate accounts are utilized for purchases, reconcile accounts, trouble shoot problems with vendors, verify shipments, and ensure payment of outstanding balances.
6. Support the management of discretionary grants received by the department as assigned by the Assistant Superintendent.
7. Ability to assist in managing compliance with the Textbook Sharing State requirements.

8. Support the department's compliance with personnel practices by ensuring that all needed positions for curriculum and professional development related activities are posted in a prompt and accurate manner, that applications are collected, and that Board resolutions are completed.
9. Assist in the development of the Board agendas by ensuring accurate resolutions related to travel, curriculum adoptions, materials adoption, and additional compensation for employees.
10. Assist in the prompt and accurate completion of state reports as assigned by the Assistant Superintendent.
11. Support the District's Testing Program by assisting with purchasing, distribution, collection, and other tasks as assigned by the District Testing Coordinator.
12. Assist in the coordination of district professional development activities organized by the District Supervisors by maintaining accurate workshop registration records, confirming registration, completing facility use forms, coordinating audio-visual needs, providing certificates of attendance, and tracking attendance.
13. Serve as support person for the annual Summer Professional Development program, which including preparing course information, overseeing teacher registration, processing time sheets, and submitting facility use forms, as needed.
14. Handles Supervisors' correspondence, including opening and sorting of mail, and composing and editing of routine letters.
15. Type all correspondence, reports, etc., as directed.
16. Assist the Supervisors in the preparation of curriculum documentation related to the Council of Instruction and Board of Education adoptions.
17. Ability to type lengthy and complicated documents written by multiple sources to create a consistent and accurate final document in the time provided.
18. Compile, maintain, and communicate/distribute strategic, confidential (negotiations) materials and budgetary information, including without limit policy development and review.
19. Ability to learn and manage curriculum writing software and facilitate the use of the software for district employees.
20. Helps sort and distribute Central Office mail on rotating basis with fellow departments.
21. Greet visitors and provide assistance to visitors at the door when needed.
22. Any other tasks assigned by Assistant Superintendent and/or the Curriculum Supervisors at the discretion of the Assistant Superintendent and/or the Curriculum Supervisors.

**TERMS OF
EMPLOYMENT:**

Salary for a twelve-month work year subject to negotiations between the FREA and the Board of Education.

EVALUATION:

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

Approved: April 11, 2005
 Revised: July 14, 2008
 June 28, 2010
 June 3, 2013
 September 2, 2015
 March 19, 2018
 April 18, 2019
 May 28, 2019