

# FLEMINGTON-RARITAN REGIONAL SCHOOLS

## JOB DESCRIPTION

**TITLE:** Secretary to the Assistant Superintendent

**QUALIFICATIONS:**

Minimum:

1. Two years post-secretary 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

**JOB GOAL:** The basic function of this position is to perform tasks that support the Assistant Superintendent, including but not limited to, scheduling appointment, answering phones, typing, filing, proofreading, maintaining confidential information, processing purchase orders, etc. In addition, this position is responsible for the management of grants (ESEA, E-rate, Non public, etc.) and support for all clerical tasks associated with technology and support of the Technology Department.

**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. In addition, familiarity with 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 ESEA, E-rate and technology related purchase orders, ensure appropriate accounts are utilized for purchases, reconcile accounts, trouble shoot problems, verify shipments, and ensure payment of outstanding balances.
6. Ability to assist in managing the ESEA and E-rate grant processes and the Non Public Technology Funding program, including the grant application, tracking expenses, transferring funds, filing amendments, completing performance and final reports, and maintaining records as required.
7. Ability to assist in managing compliance for Records Retention, compliance with record-keeping requirements for federal grant programs.

8. Support the department's compliance with personnel practices by ensuring that all needed positions are posted in a prompt and accurate manner, that applications are collected, and that Board resolutions are completed.
9. Assist in the development of Board agendas by ensuring accurate resolutions related to ESEA and E-Rate grant management as well as other technology-related activities.
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 Assistant Superintendent and Technology Department 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 a 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 Assistant Superintendent's 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 Assistant Superintendent in the preparation of curriculum documentation related to the Council of Instruction and Board of Education adoptions.
17. Serve as administrative support person for the grant-funded summer and after school program, which includes typing purchase orders, organizing correspondence, coordinating transportation needs, tracing attendance, and processing time sheets.
18. Compile, maintain, and communicate/distribute strategic, confidential (negotiations) materials and budgetary information, including without limit policy development and review
19. Serve as primary administrative support person for the Technology Department, which shall include processing all purchase orders, reconciling billing for phones, Internet, software, and all hardware purchases, and communicating with vendors and Technology Department members, as needed.
20. Helps sort and distribute Central Office mail on rotating basis with fellow departments.
21. Any other tasks assigned by Assistant Superintendent and/or the Curriculum Supervisors at the discretion of the Assistant Superintendent.

**TERMS OF**

**EMPLOYMENT:**

Salary for a twelve-month work year.

**EVALUATION:**

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

**APPROVED BY:** Board of Education **DATE:** July 14, 2008

**REVISED:** February 28, 201, June 3, 2013, September 22, 2015, March 19, 2018