

SECTION SCHOOL ADMINISTRATION

AREA CERTIFIED PERSONNEL

TITLE: DEPARTMENT ADMINISTRATIVE ASSISTANT

QUALIFICATIONS:

1. New Jersey certification as a Teacher.
2. A minimum of three years' experience in the appropriate subject area.
3. Such alternative or additional qualifications as the Board of Education may deem appropriate.

REPORTING RESPONSIBILITIES:

The Department Administrative Assistant is directly responsible to the building Principal or designee.

JOB GOAL:

The Department Administrative Assistant, guided by Board of Education policy and administrative rules of the Superintendent, provides assistance in the development, coordination, and management of all phases of the assigned department. The person chosen for the Department Administrative Assistant position must possess the skills necessary to manage the day-to-day responsibilities of the assigned department to facilitate the delivery of the instructional program.

The position involves both administrative and teaching responsibilities.

TERMS OF EMPLOYMENT

Ten month contract. (Stipend Position)

PERSONAL EVALUATION

Based on the performance of responsibilities identified in this position description and procedures of the applicable evaluation policy.

PERFORMANCE RESPONSIBILITIES

Financial Planning/Management.

In conjunction with the Principal, Director, or designee, the Department Administrative Assistant:

1. Develops a budget planning schedule incorporating appropriate planning time for consolidation, evaluation, and submission of budget to the Principal.
2. Develops a budget plan consistent with the needs and educational objectives of the assigned department.
3. Utilizes staff input in the budget planning process.

4. Prepares budget requisitions for purchase of approved budget items.
5. Monitors approved budget orders to ensure they correspond with approved appropriations.

Staff Development

In conjunction with the Principal, Director, or designee, the Department Administrative Assistant:

1. Circulates informational publications and informs department staff on latest trends.
2. Develops in-service programs and courses responsive to staff development.
3. Plans and executes demonstration lessons using different techniques and methodology as deemed necessary and /or requested by building principals and teachers.
4. Assists the administration in the recruitment and selection of the teaching staff and re-assignment of those teachers already employed in the district.

Curriculum Development

In conjunction with Principal, Director, or designee, the Department Administrative Assistant:

1. Remains alert to significant developments in education.
2. Directs the development of proficiencies and requirements to meet state and district graduation requirements.
3. Supervises and coordinates the ordering and distribution of textbooks, instructional aids, and equipment.

Building Management

1. Has leadership responsibility with the building administrator for assigned wing and/or building management.
2. Directs and assists substitutes.
3. Assists with scheduling as necessary.

Teaching Responsibilities

Teaches up to four classes daily.

Other Duties

Assumes other duties and responsibilities incidental to the position as assigned by the Superintendent or designee.

Adopted 6/9/15