

PUBLIC SCHOOLS OF EDISON TOWNSHIP
Office of Human Resources

JOB DESCRIPTION

I. TITLE

Executive Secretary to the Superintendent of Schools

II. PRIMARY FUNCTION

To serve as the Superintendent's confidential and executive secretary; supervise all administrative secretarial duties in the Superintendent's Office and coordinate school level and district-wide administrative activities

III. REPORTS TO

Superintendent of Schools

IV. QUALIFICATIONS

- Excellent typing/shorthand skills
- General office skills, including filing and use of word processing equipment
- Good organizational skills and ability to perform tasks independently
- Ability to relate successfully with the public, both in person and via telephone
- Minimum of five (5) years' secretarial experience
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

V. MAJOR DUTIES AND RESPONSIBILITIES

- Supervise and coordinate the efficient work flow of the school system relative to the responsibilities of the Superintendent
- Handle large number of telephone calls courteously and effectively
- Schedule all meetings/appointments/conferences involving the Superintendent
- Sort/classify/prioritize large volume of mail
- Type meeting agendas, reports and memoranda
- Coordinate major typing and printing projects
- Perform all secretarial and confidential work as assigned by the Superintendent
- Assist the Superintendent in preparing reports required by law, administrative code and board policy
- Perform such other related duties as may be directed by the Superintendent or designee

VI. TERMS OF EMPLOYMENT

Twelve-month position – Exempt Group – Salary as determined annually by the Board of Education

/ib
Job Description/Section III EXECUTIVE SECRETARY TO THE SUPERINTENDENT OF SCHOOLS (A)

APPROVED: November 22, 2010