

PUBLIC SCHOOLS OF EDISON TOWNSHIP
Office of Human Resources

JOB DESCRIPTION

I. TITLE

Executive Secretary to the Assistant Superintendent for Curriculum and Instruction

II. PRIMARY FUNCTION

To serve as the assistant superintendent's confidential and executive secretary and work efficiently and effectively in the overall operation of the administrative office

III. REPORTS TO

Assistant Superintendent for Curriculum and Instruction

IV. QUALIFICATIONS

- Excellent word processing/shorthand skills
- Knowledge of Microsoft Office applications, e.g., Access, Excel
- General office skills, including filing and use of typical office equipment
- Good organizational skills and ability to carry out multiple 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

- Establish and maintain a record of district employees use of professional days including related and requested reports
- Establish and maintain a cost account book for district curriculum improvement projects and in-service programs including the preparation of related and requested reports
- Maintain a record of all field trips including expenditures and reports
- Prepare monthly district suspension reports for Board of Education meetings
- Maintain district teacher observation reports completed by principals, directors, supervisors
- Establish and maintain monthly district information for Edison Township Curriculum Coordinating Committee and Steering Committee
- Maintain district home schooling student information records including mandated reports and records
- Prepare PDPs and evaluations as assigned
- Assist the assistant superintendent in the efficient operation of administrative office
- Handle large number of telephone calls courteously and effectively
- Schedule all meetings, appointments, conferences involving the assistant superintendent
- Perform all secretary and confidential work as assigned by the assistant superintendent
- Work cooperatively with special services and business staff to articulate cross-division activities and tasks
- Assist the assistant superintendent in preparing reports required by the administrative code and board policy
- Perform such other duties as may be assigned by the Superintendent or designee

VI. TERMS OF EMPLOYMENT

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