

PUBLIC SCHOOLS OF EDISON TOWNSHIP
Office of Human Resources

JOB DESCRIPTION

I. TITLE:

Administrative Secretary – Curriculum and Instruction

II. PRIMARY FUNCTION

To carry out all secretarial and clerical duties necessary for the efficient operation of the department

III. REPORTS TO

Assistant Superintendent for Curriculum and Instruction

IV. QUALIFICATIONS

- Computer experience required
- Excellent clerical and organizational skills, including accurate filing, use of office machines, and knowledge of Microsoft applications, in particular Microsoft Word
- Ability to handle diverse tasks
- Ability to prioritize assignments
- Secretarial experience required
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

V. MAJOR DUTIES AND RESPONSIBILITIES

- Process incoming/outgoing correspondence including E-mail
- Perform usual office routines, e.g., copying
- Word process correspondence, notices, reports, guides, etc
- Maintain electronic filing system
- Operate office technology necessary to complete reports and clerical work required
- Maintain all necessary budget accounts, if appropriate
- Schedule appointments, meetings, and follow-up activities as necessary
- Assist supervisors as assigned
- Maintain confidentiality as required and appropriate
- Create and maintain graphs, tables, charts
- Perform other tasks assigned by the Superintendent and/or designee

VI. TERMS OF EMPLOYMENT

12 month position work year and salary as per BOE/ETEA contract

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Job Description/Section VII Secretarial Administrative Secretary – Curriculum and Instruction

APPROVED: November 22, 2010