

**Union County Educational Services Commission
Job Description**

Job Title: Executive Secretary to the Assistant Superintendent

Reports To: Assistant Superintendent

Terms of Employment: 12 Months

Qualifications:

1. Earned Associate's Degree in Business Administration, Computer Sciences, Education or other relevant area from an accredited college or university. Bachelor's Degree preferred.
2. Minimum of three years successful employment experience in a related position preferably completed in an educational setting.
3. Technology proficiency including database management, desktop publishing and cloud-based internet applications.
4. Highly effective communication and interpersonal skills needed to relate well with administration, teaching staff, vendors and members of the local community.

Responsibilities:

1. Support the Assistant Superintendent in the development, implementation and evaluation of HR programs including, but not limited to, Affirmative Action; Staff Evaluation; Recruitment, Mentoring and Retention; Statewide Assessment; and Staff Development.
2. Establish and maintain systems for gathering, reporting and archiving personnel data (i.e. staff evaluations, annual attendance, professional development records) to promote the organized, efficient and effective operation of the Human Resources Department.
3. Assist with the provision of Bedside Instruction at Children's Specialized Hospital and Trinitas Regional Medical Center including, but not limited to, securing contracts from sending school districts; creating student and tutor schedules; and maintaining accurate monthly service records (i.e. attendance logs, staff time cards, progress reports).
4. Coordinate substitute School Nursing services for the Commission by serving as the primary liaison between school personnel and approved nursing agencies.
5. Support the Assistant Superintendent in communication with administration and staff; parents and family members; vendors and contractors; and community stakeholders via clear and succinct telephone, email and written correspondence.
6. Perform a diverse range of secretarial and clerical duties including, but not limited to typing letters, filing, photocopying, scheduling appointments and ordering supplies.
7. Create requisitions, submit orders, manage accounts and maintain accurate billing records in compliance with policies and procedures developed by the Business Office.
8. Consistently apply good judgment when maintaining confidentiality of records, reports, emails, telephone calls and other sensitive information handled in the department.
9. Perform all other related duties and responsibilities within the scope of employment as assigned by the Assistant Superintendent.

Board Approved: