



KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

Administrative Assistant to the Chief Academic Officer

(Adopted 10/27/14)

Qualifications:

1. High school diploma; secretarial training
2. Strong communication and human relations skills
3. Minimum of three years' experience in general or school office work
4. Knowledge of Microsoft Office Suite
5. Excellent secretarial skills
6. Required criminal history review background check and proof of U.S. citizenship or legal resident alien status
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Reports To:

Chief Academic Officer (CAO)

Job Goal:

To serve as the Chief Academic Officer's confidential Administrative Assistant and to provide secretarial services within the curriculum and instruction department in an organized and professional manner

Performance Responsibilities:

1. Maintain confidentiality and loyalty to the Chief Academic Officer, Superintendent, Board of Education, and the District
2. Develop an extensive knowledge of the organization and programs under the Chief Academic Officer's jurisdiction
3. Process and maintain confidential observational records on all certified instructional staff
4. Assist the Chief Academic Officer in the organization and preparation of staff development days, courses, workshops and other activities and maintains a database record of staff participation in Professional Learning
5. Assist Chief Academic Officer by planning, initiating and carrying to completion clerical, secretarial and administrative activities
6. Assist with NJSMART uploads as it pertains to certified staff scores
7. Maintain licensing/certificate (CE, CEAS, Standard) details concerning all personnel
8. Assist in audit preparation (NJQSAC, Title I, etc.)
9. Prepare and / or disseminate, to appropriate personnel, pertinent documents, NJDOE information, rules and regulations, guides, Board policies and interpretive memoranda
10. Attend and take minutes of curriculum and other meetings in order to maintain a proper record for communication, documentation and audit purposes
11. Designs various forms (electronic, fillable and hard copy) and distributes on behalf of the Curriculum Department when consistency of projects is required (i.e. pacing guides, requests for leave, surveys, etc.)
12. Maintain and update the Curriculum & Instruction webpage
13. Prepare and processes purchase orders for the Chief Academic Officer and Curriculum Department; distributes materials to appropriate personnel when orders are received
14. Compile background data and information on issues and / or topics as requested by the Chief Academic Officer
15. Maintain appropriate records and communicate with public regarding CER program
16. Respond to requests from the staff as directed by the Chief Academic Officer
17. Order supplies and maintain inventory of Chief Academic Officer's office



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18. Maintain effective working relationships with District and school personnel, parents, and the general public
 19. Maintain Chief Academic Officer's calendar including appointments, conferences, deadlines and commitments
 20. Receive and route telephone calls, answer questions which may involve interpretation of policies and procedures and operation of the District
 21. Maintain filing system for all curricula and supervisory related materials
 22. Maintain confidentiality
 23. Serve as back-up for Secretary to Superintendent as needed
 24. Be responsible for routine office functions
 25. Perform all other duties as assigned by the Chief Academic Officer

Employment conditions:

Contract year:	July 1 to June 30
Job Family	Administrative Assistant
Pay Grade/Compensation Structure:	G11
Evaluation:	In accordance with Board policy



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