

**WALL TOWNSHIP PUBLIC SCHOOLS
CENTRAL OFFICE**

TITLE: EXECUTIVE SECRETARY TO THE ASSISTANT SUPERINTENDENT OF SCHOOLS

REPORTS TO: Assistant Superintendent of Schools

QUALIFICATIONS:

1. High school diploma; secretarial and computer training.
2. Experience with MS Word, PowerPoint, Excel, Access, Publisher, and Outlook, and mail merge functions in various programs.
3. Knowledge of automated office equipment and excellent secretarial skills.
4. Strong analytical, communication, and human relations skills.
5. Ability to maintain confidentiality as required and appropriate.
6. Required criminal history background check and proof of U.S. citizenship or legal residential alien status.

JOB GOAL: To serve as the Assistant Superintendent's confidential secretary; ensure the smooth and efficient operation of the Assistant Superintendent's Office and coordinate school-level and district-wide administrative activities.

PERFORMANCE RESPONSIBILITIES:

1. Coordinates the efficient workflow of the school system relative to the responsibilities of the Assistant Superintendent.
2. Performs all secretarial and confidential work as assigned by the Assistant Superintendent.
3. Provides assistance with the activities of all other secretarial and clerical personnel assigned to the office of the Superintendent.
4. Assists in the preparation of all correspondence and reports emanating from the office of the Assistant Superintendent.
5. Maintains a regular filing system, as well as a set of locked confidential files, and processes incoming correspondence.
6. Places and receives telephone calls and e-mails, and records messages for the Assistant Superintendent.
7. Maintains a schedule of appointments for the Assistant Superintendent, and makes arrangements for conferences, meetings, and interviews.
8. Acts as a liaison between the Assistant Superintendent and administrative staff in screening and routing inquiries and requests.
9. Assists the Assistant Superintendent in preparing reports required by law, administrative code, and Board of Education policy.
10. Performs other related duties as may be assigned by the Assistant Superintendent.

TERMS OF

EMPLOYMENT: Salary and work year to be determined by the Board of Education

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of Board of Education policy on evaluation of non-certified personnel.

APPROVED: November 10, 2009