

**WALL TOWNSHIP PUBLIC SCHOOLS  
CENTRAL OFFICE**

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**TITLE:** SECRETARY TO THE DIRECTOR OF CURRICULUM AND INSTRUCTION

**REPORTS TO:** Director of Curriculum and Instruction

**QUALIFICATIONS:**

- High school diploma; secretarial and computer training.
- Knowledge of automated office equipment and excellent secretarial skills
- Strong analytical, communication and human relations skills.
- Minimum of three years' experience in general or school office work.
- Required criminal history background check
- Proof of United States citizenship or legal resident alien status
- Has knowledge of MS Word, PowerPoint, Excel, Access, Publisher, and Outlook and performs mail merge function in various programs

**JOB GOAL:** To serve as a confidential secretary to the Director of Curriculum and Instruction and the Human Resources Coordinator

**PERFORMANCE RESPONSIBILITIES:**

1. Supervise and coordinate the efficient workflow of the school system relative to the responsibilities as assigned.
2. Perform all secretarial and confidential work as assigned.
3. Supervise and assist in the preparation of all correspondence and reports as assigned.
4. Maintain a regular filing system, as well as a set of locked confidential files, and processes incoming correspondence.
5. Place and receive telephone calls, and record messages.
6. Maintain a schedule of appointments and makes arrangements for conferences, meetings and interviews as assigned.
7. Screen and route inquiries and requests.
8. Assist in preparing reports required by law, administrative code and Board policy.
9. Assist in all activities related to the preparation and administration of state and local testing programs.
10. Maintains confidentiality as required and appropriate.
11. Performs other tasks related to the efficient operation of the office as assigned.
12. Perform other related duties as may be assigned by the Director of Curriculum and Instruction and the Human Resources Coordinator.

**TERMS OF**

**EMPLOYMENT:** Twelve months; Contract terms and salary to be determined by the Board.

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

**APPROVED:** November 10, 2009