

**SAYREVILLE PUBLIC SCHOOL DISTRICT**  
**12 Month Support Secretary: Curriculum and Instruction**

**QUALIFICATIONS:**

1. High school graduate with proficiency in office secretarial/clerical skills, including filing, interacting internally and externally. Must have proficiency with current office technology applications such as Microsoft Office, Systems 3000, and other district programs as necessary.
2. Professional demeanor, strong collaborative and time management skills.

**PRIMARY FUNCTION:**

Perform all work assigned by the supervisors, or secretary to the assistant superintendent overseeing curriculum and instruction.

**REPORTS TO:**

Supervisors or other person(s) as may be designated by the assistant superintendent overseeing curriculum and instruction.

**TERMS OF EMPLOYMENT:**

Work year and salary in accordance with the SEA/SBOE contract.

**PRIMARY PERFORMANCE RESPONSIBILITIES:**

1. Performs all office/clerical support for curriculum development and purchasing for supervisors.
2. Assists with annual budget preparation.
3. Assists in the organization and clerical support necessary for facilitating summer learning programs such as SMS Credit Recovery, HS Credit Completion and/or Learning Acceleration.
4. Types correspondence, notices and reports.
5. Assists in the organization and clerical support necessary for data analysis, ESL, CTE, and TAG information for supervisors.
6. Completes and maintains documents related to programs such as Seal of Biliteracy, Academies, Parent/Student Presentations.
7. Assists with nursing coverage as needed.
8. Assists with dual enrollment registration.
9. Assists with documentation maintenance and clerical work related to grants.
10. Performs other duties which may be within the scope of their employment as may be assigned by their superior(s) under the authority of the Board of Education.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with state law and provisions of the Board's policy on evaluation of noncertified staff.

DATE ADOPTED BY BOARD: