

**SAYREVILLE PUBLIC SCHOOL DISTRICT
12 Month Administrative Secretary: Security and Technology**

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 administration of the Security and Technology Departments or other administrative staff as determined by the Superintendent or Assistant Superintendent.

REPORTS TO:

Directors and/or Supervisors of the Security and Technology Departments.

TERMS OF EMPLOYMENT:

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

PRIMARY PERFORMANCE RESPONSIBILITIES:

1. Performs all office/clerical support for the Security and Technology Departments.
2. Assists with annual budget preparation and implementation.
3. Assists in the coordination campus monitor and technician coverage and overtime assignments.
4. Assists in the coordination, scheduling, and resource allocation of events requiring technology or security support.
5. Assists in building use permit compliance.
6. Assists in the coordination of vendor relations and department quotes, purchasing, renewals, and invoicing.
7. Assists in the coordination of student technology fees.
8. Assists in the student enrollment and identification process.
9. Assists in the staff onboarding/offboarding and identification process.
10. Assists in the processing of technology work orders.
11. Assist staff, students, parents, and community members with technology and security related problems or concerns.
12. Assists in the development, maintenance, and publication of technology and security documentation.
13. Coordinates department scheduling at the direction of administration.
14. Assists in the maintenance of department inventories and supply ordering.
15. Performs other duties which may be within the scope of their employment as assigned by administration under the authority of the Sayreville Board of Education.

EVALUATION:

Performance of this job will be evaluated annually in accordance with state law and provisions of the Sayreville Board of Education's policies and regulations regarding evaluation of noncertified staff.

DATE ADOPTED BY BOARD: