

## **JOB DESCRIPTION**

## **BARNEGAT TOWNSHIP SCHOOL DISTRICT**

### **CONFIDENTIAL ADMINISTRATIVE ASSISTANT TO THE DIRECTOR OF CURRICULUM & INSTRUCTION**

#### **QUALIFICATIONS:**

1. High School Diploma or equivalent.
2. A minimum of five (5) years' experience in a progressively higher level of executive secretarial/administrative work.
3. Requirements set forth in posting.

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

#### **JOB GOAL:**

The goal of this Central Office position is to assist the Director of Curriculum & Instruction with any support staff tasks associated with the administrator he/she reports to.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Maintains calendar for Director of Curriculum & Instruction.
2. Maintains department attendance for all Curriculum Office Staff.
3. Maintains all files created by the Office of Curriculum & Instruction.
4. Maintains confidentiality with all administrative and/or board of education matters.
5. Provides secretarial assistance to any Board of Education Committees that are chaired by the Director of Curriculum and Instruction.
6. Assists with correspondence (oral and written) on behalf of the Director of Curriculum & Instruction (where appropriate).
7. Works collaboratively with the Director of Curriculum to assist in matters associated with academics, staff development; state reporting, instruction, etc.
8. Knowledge of best practices in technology to enhance/streamline office procedures.

#### **TERMS OF EMPLOYMENT:**

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

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### EVALUATION:

Performance of this job will be evaluated annually in accordance with State law, administrative code, and the provisions of the Board's policy on evaluation of non-certified staff.

### LEGAL REFERENCES:

- N.J.S.A. 18A:4-14 Uniform system of bookkeeping for all school districts  
N.J.S.A. 18A:6-7.1-7.5 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception  
N.J.S.A. 18A:12 School Ethics Act  
N.J.S.A. 18A:16-1 Officers and employees in general  
N.J.S.A. 18A:17-13 Assistant and acting secretaries; appointment, powers and duties  
N.J.S.A. 18A:17-14 Clerks in the secretary's office  
N.J.A.C. 6A:32 District operations