

JOB DESCRIPTION

BARNEGAT TOWNSHIP SCHOOL DISTRICT

CURRICULUM SUPERVISORY ASSISTANT

QUALIFICATIONS:

1. High School Diploma or equivalent.
2. A minimum of three (3) years' experience in a high volume office environment.
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 Office of Curriculum & Instruction with any support staff tasks associated with the administrator he/she reports to.

PERFORMANCE RESPONSIBILITIES:

1. Maintains calendar for all department events/initiatives.
2. Maintains all files created by the Office of Curriculum & Instruction.
3. Maintains confidentiality with all administrative and/or board of education matters.
4. Assists with correspondence (oral and written) on behalf of the Office of Curriculum & Instruction (where appropriate).
5. Works collaboratively with the Curriculum Department Administrators to assist in matters associated with academics, staff development; state reporting, instruction, basic skills, gifted & talented, budget, etc.
6. Knowledge of best practices in technology to enhance/streamline office procedures.
7. Works professionally and collaboratively with other department staff (as well and other District staff).
8. Executes all other duties as assigned by the Director of Curriculum & Instruction and/or Superintendent of Schools.

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