



**MANSFIELD TOWNSHIP SCHOOL DISTRICT
COLUMBUS, NJ**

EMPLOYMENT OPPORTUNITY

ADMINISTRATIVE ASSISTANT FOR CURRICULUM/INSTRUCTION & MAINTENANCE

Title:	ADMINISTRATIVE ASSISTANT FOR CURRICULUM/INSTRUCTION & MAINTENANCE
Location:	Mansfield Township School District Office located at the Mansfield Township Elementary School
Qualifications:	• Associate's Degree preferred; high school diploma; secretarial training • Proficiency in using electronic spreadsheets and word processing programs, as well as district computer programs for Accounting, Personnel, Payroll and Facilities Usage. • Knowledge of modern office practices, procedures and operation of standard office equipment. • Knowledge of board office operation and organization plus ability to make reasonable decisions. • Ability to maintain confidentiality and deal with public and staff with courtesy and tactfulness. • Minimum of two years' experience in general or school office work • Required criminal history background check and proof of U.S. Citizenship or legal resident alien status. • Such alternatives to the above qualifications as the board may find appropriate and acceptable. • Ability to assume a high level of confidentiality.
Responsibilities:	<u>CURRICULUM & INSTRUCTION:</u> • Assist with professional development planning and dissemination of professional development information. • Complete staff professional development registration, prepare monthly for BOE meeting. • Maintains the booking of room requests with the district calendar on the website for Professional Development. • Works with hired consultants and staff assigned for professional development. • Orders supplies and equipment utilizing requisitions, purchase orders, etc. • Maintain inventory for supplies and materials as needed for Professional Development. • Assists in secretarial tasks relating to extended school day/year programs. • Assists in preparation of district documents, brochures, and bulletins. • Performs other related duties as may be assigned by Supervisor of Curriculum & Instruction • Manage data based files and resources from several programs

	<u>FACILITIES:</u> • Works with the FMX web-based programs: FS-Direct, Maintenance Direct and Inventory Direct • Assist the Facilities Manager with developing and updating department policies and procedure manuals along with associated documents • Assist the Facilities manager with obtaining quotes for parts and supplies. • Assist the Facilities manager with the coordination of teacher key sign-in/out • Administer use of school facilities by outside Organizations • Schedule substitute custodians as directed by the Facilities Manager. • Orders supplies and equipment utilizing requisitions, purchase orders, etc. • Performs other related duties as may be assigned by Facilities Manager
Terms of Employment:	Salary \$46,467.00 - \$56,098.00 based on experience and the current MTEA agreement 12 months – contract terms (Full time employees are eligible to participate in the following: medical, prescription and dental plans, NJ State administered Retirement System and in the Defined Contribution Retirement Program, tuition reimbursement, possible stipends, sick and personal days and paid time off.)
Reports to:	Director of Curriculum/Instruction and Facilities Manager

DEADLINE TO APPLY: September 11, 2026

Please note only electronic applications through [Applitrack](#) will be accepted and consider.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

POSTING DATE: September 3, 2026