

UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS

JOB DESCRIPTION

TITLE: EXECUTIVE SECRETARY TO THE ASSISTANT SUPERINTENDENT

REPORTS TO: Assistant Superintendent of Schools

QUALIFICATIONS:

1. Central Office / Board of Education Office experience
2. High school graduate, college or secretarial school courses preferred
3. Knowledge of Microsoft Word, Excel, Access, Outlook, Adobe, and Google Apps
4. Excellent written and verbal communication skills
5. Excellent interpersonal skills
6. Initiative as well as administrative skills in regard to problem-solving
7. Alternatives to the above qualifications may be substituted as deemed appropriate by the board of education
8. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

RESPONSIBILITIES:

Performs secretarial duties and assists and acts in a confidential capacity to the Assistant Superintendent of schools.

DUTIES:

1. Responsible to support the effective operations of the office of the Assistant Superintendent
 - a. Screens Assistant Superintendent's calls and correspondence, respond or refer individuals to appropriate District personnel.
 - b. Compose letters correspondence as directed by the Assistant Superintendent.
 - c. Schedules a wide variety of activities (appointments, meetings, travel, etc.) for the Assistant Superintendent.
 - d. Respond to requests for information, supply information requested to other school systems, staff, and the public.
 - e. Process correspondence to/from Assistant Superintendent.
 - f. Prepare requisitions pertaining to the Assistant Superintendent's Office for payment.
 - g. Assist in state testing planning and implementation.
 - h. Assist in district-planned testing planning and implementation.

- i. Assist the office of the Assistant Superintendent in the completion of tasks including, but not limited to: reporting, data, grants, committee work, scheduling, professional learning, admissions, school climate and safety, curriculum, and staff evaluation.
 - j. Responds to parent requests to Assistant Superintendent in a professional and respectful manner.
 - k. Develops and maintains a complex filing system and ensures confidentiality of all records.
 - l. Received, opens, distributes Assistant Superintendent mail and prepares responses as requested
 - m. Performs other related duties and responsibilities as directed by the Assistant Superintendent.
2. Compile operational statistics and gathers such other data as the Assistant Superintendent may require for annual State reporting purposes, including:
- a. State reports
 - b. Federal reports
 - c. NJDOE Homeroom System
 - d. Other such State & District reports (as necessary)
 - e. Maintain accurate records for all activities within the office of the Assistant Superintendent
3. Other Duties
- a. Perform such other tasks and assumes such other responsibilities as the Assistant Superintendent may from time to time assign or delegate.
 - b. Serve on staff committees as the Assistant Superintendent may direct and attend meetings as assigned by the Assistant Superintendent

TERMS OF EMPLOYMENT:

Twelve months, Confidential