

TITLE: ADMINISTRATIVE SECRETARY FOR CURRICULUM AND INSTRUCTION

QUALIFICATIONS:

1. High school diploma
2. Minimum three years related work experience or advanced training
3. Excellent technology skills including Microsoft Word, Excel, PowerPoint, Internet
4. Knowledge of automated office equipment and efficient office procedures
5. Good interpersonal, oral, and writing skills
6. Required criminal history check and proof of U.S. citizenship or resident alien status

REPORTS TO: Director of Curriculum and Instruction

JOB GOAL:

To carry out all duties necessary for the smooth and efficient operation of the office of instruction.

PERFORMANCE RESPONSIBILITIES:

1. Acts as a liaison between administrators and staff, parents, county office and Department of Education.
2. Completes NJSmart submissions or subsequent replacement equivalent.
3. Assists with standardized testing submissions and materials acquisition.
4. Receives and routes incoming calls and messages.
5. Opens, sorts and organizes mail, including resumes.
6. Completes correspondence, notices and reports, and reviews for accuracy.
7. Maintains a well-organized up-to-date filing system.
8. Maintains curriculum documents, including history, drafts and dates of adoption.
9. Maintains a record of professional development for all employees.
10. Maintains a record of approved text books and materials for curricular programs.
11. Maintains current files of all documents related to curriculum, e.g. gifted and talented program, program of studies, curriculum maps.
12. Organizes materials for professional development.
13. Operates all equipment necessary to complete reports and clerical work required in the operation of the office.
14. Checks in orders and distributes items.
15. Learns new skills willingly and capably.
16. Assists the central office as requested.
17. Prepares purchase orders and reviews orders for accuracy.
18. Demonstrates reliable and punctual attendance.
19. Demonstrates a courteous and cooperative attitude.
20. Displays an appropriate professional appearance.

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21. Seeks ways to improve efficiency.
22. Keeps administration informed of critical issues, maintaining confidentiality.
23. Makes realistic decisions within realm of authority.
24. Performs duties capably without close supervision.
25. Performs other tasks related to the efficient operation of the district as assigned.

**TERMS OF
EMPLOYMENT:**

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

**ANNUAL
EVALUATION:**

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by: Mendham Borough Board of Education

Date: March 25, 2008

Revised: September 28, 2010

Revised: December 16, 2014

LEGAL REFERENCES:

<u>N.J.S.A. 18A:6-7.1</u>	Criminal history record
<u>N.J.S.A. 18A:16-1</u>	Officers and employees in general
<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
<u>N.J.S.A. 18A:17-2</u>	Tenure of secretarial and clerical employees
<u>N.J.A.C. 6A:32-6</u>	School employee physical examinations

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.