

JOB DESCRIPTION

BARNEGAT TOWNSHIP SCHOOL DISTRICT

CONFIDENTIAL ADMINISTRATIVE ASSISTANT TO THE FACILITY DIRECTOR

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: Facilities Director

JOB GOAL:

The goal of this position is to assist the Facilities Director with any support staff tasks associated with the administrator he/she reports to.

PERFORMANCE RESPONSIBILITIES:

1. Maintains calendar for Facilities Director.
2. Maintains department attendance for all Building and Grounds Staff.
3. Maintains all files created by the Buildings and Grounds office .
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 Facility Director.
6. Assists with correspondence (oral and written) on behalf of the Facilities Director (where appropriate).
7. Works collaboratively with the Facilities Director to assist in matters associated with building, grounds,, staff development; state reporting, and any other affairs necessary to maintain a suitable instructional environment etc.
8. Knowledge of best practices in technology to enhance/streamline office procedures.
9. Executes all other duties as assigned by the Director of Facilities and/or Superintendent of Schools.

TERMS OF EMPLOYMENT:

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

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 certified staff.

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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