

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

JOB TITLE: Confidential Secretary – Curriculum Office

QUALIFICATIONS:

1. High School graduate
2. Thorough familiarity with key computer programs including Word, Excel and Access
3. Excellent clerical and organizational skills
4. Strong interpersonal skills with demonstrated ability to effectively communicate with staff and community members.
5. Demonstrated ability to multitask, work as a self-starter, produce high quality outcomes, learn new skills and work effectively under pressure
6. Required criminal history check and proof of U.S. citizenship or resident alien status

REPORTS TO: Assistant Superintendent/Chief Academic Officer

JOB GOALS: To assist with the efficient operation of the Office of Academics

PERFORMANCE RESPONSIBILITIES:

1. Serves as liaison between the Assistant Superintendent / Chief Academic Officer, the school community and general public.
2. Maintains budget accounts and inputting of Purchase Orders for the Office of the Assistant Superintendent / Chief Academic Officer.
3. Assists in the inventory, distribution, and security of all district and state assessment material.
4. Assists with data collection associated with district, county and state reports as assigned.
5. Prepares and disseminates letters and information packets for New Teacher Orientation.
6. Prepares documentation for inclusion in the Superintendent's Bulletin.
7. Assists in the updating of the Student Course Selection Bulletin, Professional Development Plan, Summer Reading Booklets, and Courses of Study.
8. Records and transcribes minutes of the CCPC (Central Curriculum Planning Committee) and other administrative meetings.
9. Processes all paperwork for approval of student teacher assignments; works with principals to schedule student teachers' observations and practicums.
10. Assists in the preparation of the district Mini-Grant Program and the Target Teach Program as assigned.
11. Performs secretarial duties (including, but not limited to dictation, sorting of mail, photocopying, filing, ordering supplies, compiling reports).
12. Performs other duties as assigned for the efficient operation of the Office of Academics.

Board Approved: 7/24/14

JD/Central Office