

## JOB DESCRIPTION

**Title:**                    **Administrative Assistant to the Superintendent**

### **Qualifications:**

1. Valid instructional certificate or certificate of eligibility.
2. Minimum of master's degree in educational or public administration.
3. Minimum of two (2) years experience in the area of the school administration and/or supervision of educational programs; and a total minimum of ten (10) years in public education.
4. Administration and communication skills.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

**Supervises:**            **Elementary Specialists and Elementary Supervisors**

**Reports to:**            **Superintendent**

### **Performance Responsibilities:**

1. Assume the responsibilities of the Director of Elementary Education.
2. Assist the Superintendent in overseeing the community/public relations efforts of the district.
3. Serve as liaison for the Board and Superintendent relative to the Department of Education.
4. Receive and respond to all inquiries, correspondence, requests for information, questionnaires, flyers to the Superintendent from state agencies, parents and the community regarding special initiatives.
5. Prepare and distribute reports, as assigned by the Superintendent; the N.J. Department of Education and governmental/educational institutions.

6. Oversee analyses of instructional programs and materials to assure that courses are designed with adequate attention to scope and sequence for effective learning as assigned by the Superintendent.
7. Review observations of the in-class performance of teachers, and confers and consults with them and the building administrators regarding their professional development as assigned by the Superintendent.
8. Keep informed about the current trends and practices in the various subject matter fields and disseminates professional information and materials to school staff.
9. Oversee schedules and directs in-service workshops for school staff as assigned by the Superintendent.
10. Oversee research, textbook selection, examination procedures, the setting of grading standards and the effective use of facilities and equipment as assigned by the Superintendent.
11. Administer instructional resources as assigned by the Superintendent.
12. Cooperate with the library media specialists in establishing and maintaining a professional library for teachers and administrators as assigned by the Superintendent.
13. Oversee the development of the preparation of the school district budgets as assigned by the Superintendent.
14. Coordinates standardized testing in the schools as assigned by the Superintendent.
15. Oversee benchmark testing program to measure student academic achievement throughout the school year as assigned by the Superintendent.
16. Demonstrate appropriate instruction techniques to staff as assigned by the Superintendent.
17. Report academic achievement, including standardized test results, to the Board of Education and school community.
18. Prepare and submit State Reports for Entitlements: Equity, Consolidated plans.

19. Review extended day instructional programs as assigned by the Superintendent.
20. Prepare and supervise all scheduling and activities for American Education week.

**TERMS OF EMPLOYMENT:**

Twelve month year. Salary and work year to be established by the Board.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Approved by: Township of Union Public Schools

Date:

Reviewed and agreed to by:

Date: