



CONFIDENTIAL ADMINISTRATIVE ASSISTANT TO THE ASSISTANT SUPERINTENDENT

QUALIFICATIONS:

1. High school diploma or equivalent required; associate's degree or higher, preferred
2. Minimum of 3-5 years of administrative support experience, preferably in an educational or public sector setting
3. Strong organizational skills with the ability to manage multiple tasks and priorities effectively and pay keen attention to details
4. Excellent written and verbal communication skills
5. Proficiency in Microsoft Office and/or Google Suite and familiarity with office management software
6. Demonstrated ability to store, retrieve, and integrate information for electronic dissemination
7. Ability to handle confidential information with discretion
8. Ability to work with effectively with limited oversight and supervision
9. Strong analytical and problem-solving skills
10. Strong interpersonal skills, with the ability to work collaboratively and maintain positive relationships with colleagues, district staff, and external partners
11. Knowledge of school district operations
12. Required criminal history background check and eligibility to work in the United States
13. Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education
14. All applicants must meet NJ residency requirements as per the "New Jersey First Act", N.J.S.A. 52:14-7 (L.2011, Chapter 70)
15. Demonstrated ability to perform the essential duties in the area of responsibility with reasonable accommodation

REPORTS TO: Assistant Superintendent of Business Operations *or* Assistant Superintendent of Student Support Services

JOB GOAL:

To provide high-level administrative support, ensuring efficient and effective operations within the assistant superintendents' office. This role requires discretion,



professionalism, and a deep understanding of the district's goals, policies, and procedures. The Confidential Administrative Assistant is responsible for managing sensitive information, coordinating communications, and supporting various administrative tasks to assist the assistant superintendents in executing their responsibilities.

PERFORMANCE RESPONSIBILITIES:

1. Provide direct administrative support to the assistant superintendent, including managing schedules, organizing meetings, preparing documents, and handling correspondence
2. Draft, review, and edit reports, memos and other documents, as requested
3. Coordinate the preparation and administration of agendas, minutes, and materials for meetings, ensuring accuracy and timeliness
4. Assist in the development of departmental procedures, ensuring alignment with district policies
5. Serve as a liaison between the assistant superintendent and internal/external stakeholders, managing communication with discretion and professionalism
6. Screen and prioritize incoming calls, emails, and correspondence, responding as appropriate or directing them to the correct individual or department
7. Prepare and disseminate communication on behalf of the assistant superintendent, ensuring clarity and consistency with direct messaging
8. Handle sensitive and confidential information with the utmost discretion, ensuring compliance with district policies and legal requirements
9. Maintain organized and securing filing systems, both physical and electronic, for all records, reports, and correspondence
10. Organize and coordinate special projects, events, and meetings, including logistics, invitations, and materials preparation
11. Coordinate travel arrangements, including booking accommodations, preparing itineraries, and processing reimbursements
12. Create requisitions for goods and services as required by the assistant superintendent
13. Maintain office supplies and equipment
14. Maintain the assistant superintendent's calendar, ensuring deadlines and events are tracked and communicated effectively
15. Perform other duties as assigned by the assistant superintendent

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The physical abilities and other conditions of continued employment listed in this section are representative but are not intended to provide an exhaustive list of physical abilities and other



Township of Union Public Schools

Job Description

conditions of continued employment which may be required of this position. The Township of Union Public Schools encourages persons with disabilities who are interested in employment in this class and need reasonable accommodations to contact the Personnel Department.

Vision: (which may be corrected) to read small print; view a computer screen for prolonged periods

Hearing: (which may be corrected) to answer telephones and tolerate exposure to noisy conditions

Speech: to be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone

Upper Body Mobility: use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arm to reach outward and upward; use hands and arms to lift objects; turn, raise and lower head

Strength: moderate to heavy lifting, pushing, pulling or carrying is occasionally required; to lift, push, pull and/or carry objects which weigh as much as 15 pounds on a frequent basis; ability to walk frequently

Environmental Requirements: encounter constant work interruptions; work cooperatively with others; work independently; work indoors;

Mental Requirements: read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgment and the ability to process information quickly, learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile, and coordinate information and records

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: Township of Union Public Schools

Date:

Reviewed and Agreed to by:

Date: