



EXECUTIVE ADMINISTRATIVE ASSISTANT TO THE 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 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: Superintendent of Schools

JOB GOAL:

To provide high-level administrative support to the Superintendent, ensuring efficient and effective operations of the Superintendent's office. The executive assistant will be a detail oriented, proactive, and highly organized professional who can manage a wide



range of tasks, maintain confidentiality, and effectively communicate with various stakeholders, including district staff, board members, parents, and the community.

PERFORMANCE RESPONSIBILITIES:

1. Manage and maintain the Superintendent's calendar, including scheduling meetings, appointments, and travel arrangements
2. Prepare and edit correspondence, reports, presentations, and other documents as requested by the Superintendent
3. Handle incoming communications, including phone calls, emails and mail, and respond or direct them as appropriate
4. Serve as a liaison between the Superintendent and other district administrators, staff, board members, and the public
5. Organize and coordinate meetings, including preparing agendas, distributing materials and recording minutes
6. Maintain accurate and up-to-date records, files, and databases related to the Superintendent's office
7. Coordinate special projects and initiatives as assigned by the Superintendent
8. Manage office supplies and ensure that the Superintendent's office is well-stocked and organized
9. Assist in the preparation and distribution of materials for Board of Education meetings, including agendas, reports, and minutes
10. Coordinate and attend Board of Education meetings, as required by the Superintendent
11. Handle sensitive and confidential information with the utmost discretion
12. Create requisitions for goods and services as required by the Superintendent
13. Represent the Superintendent's office with professionalism and courtesy in all interactions with internal and external stakeholders
14. Assist with the development and dissemination of district communications, ensuring alignment with the Superintendent's vision and district goals
15. Plan and coordinate district events, including professional development sessions, community forums, and staff recognition events
16. Manage logistics for events, including venue selection, catering, invitations, and RSVPs
17. Perform other duties as assigned by the 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 conditions of continued employment which may be required of this position. The Township of



Township of Union Public Schools

Job Description

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: