

WINSLOW TOWNSHIP SCHOOL DISTRICT

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT

QUALIFICATIONS:

- Minimum of two years of college or business school
- Minimum of three years experience as a secretary preferred
- Ability to work under pressure, maintain the integrity and confidentiality of the office
- Possess excellent interpersonal and time/management skills
- Ability to work with the public and staff in a positive manner
- Thorough knowledge of general office procedures, office practices, office machinery, word processing, computer applications, general accounting, and other general office
- Ability to deal with multiple tasks/duties
- Excellent knowledge of English grammar and writing skills
- Required criminal history review background check and proof of US citizenship or legal resident alien status
- Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

REPORTS TO: Assistant Superintendent

PERFORMANCE RESPONSIBILITIES:

1. Promote and manage an efficient educational/administrative office.
2. Answer questions of callers appropriately to requests for information; take messages for staff members when needed.
3. Greet all visitors courteously, determine their needs, check appointments, and direct or escort them to proper person.
4. Receive and deliver inter-school district mail.
5. Maintain and safeguard central office postage meter.
6. Type a variety of material such as letters, reports, memos, and purchase orders, etc. from rough drafts or correct copy.
7. Possess the ability to write clean and concise memoranda, directives or letters without close supervision.
8. Prepare reports, communications, and other documents as directed by the administrator.
9. Prepare parcels for mailing or shipping and deliver them to the Post Office; receive and distribute shipments from truckers and delivery services.
10. Advise immediately the administrator of any problems, concerns, and situations that may affect the district's smooth operation.
11. Maintain confidentiality and integrity of office matters.
12. As the administrator's representative, receive the public in person and by telephone, channeling inquiries, and answering questions in a knowledgeable manner.
13. Perform any and all other duties that may be assigned by the administrator.

TERMS OF EMPLOYMENT:

This is a twelve month position. Salary, holidays and benefits are to be established by the Board of Education.

EVALUATION:

Performance of job responsibilities will be evaluated in accordance with the Board-approved policy for evaluation of support staff.

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STATEMENTS OF AGREEMENT:

Americans with Disabilities Act Statement

Applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Winslow Township District School Administration shall determine reasonable accommodation on a case-by-case basis in accordance with applicable laws, in the event such a determination becomes necessary.

Essential Functions Statement

I have read this job description and I certify that I meet all of the qualifications of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

Signature

Date

Approved: 8/24/2016
Revised: 10/14/2020