

Franklin Lakes, NJ 07417

TITLE: **ADMINISTRATIVE ASSISTANT FOR CURRICULUM AND INSTRUCTION / RECEPTIONIST**

QUALIFICATIONS:

1. Bachelor's Degree from an accredited college/university
2. Minimum of three years administrative assistant/ secretarial experience in a school setting
3. Track record of successful project management
4. Strong skill set in human relations, written communications, problem solving, organization, and educational technology applications.
5. Such alternatives to the above that the Board of Education finds to be appropriate and acceptable

REPORTS TO: Director of Curriculum and Instruction

SUPERVISES: N/A

JOB GOAL: To provide administrative support to the Director of Curriculum and Instruction and provide a welcoming and efficient Central Office environment by performing the job-related responsibilities of receptionist.

PERFORMANCE RESPONSIBILITIES:

1. **Assist in the Coordination of Instructional Program**
 - a. Support the management of a well articulated educational program by organizing related documentation and processes;
 - b. Assist with the coordination of a curriculum review process that utilizes multiple measures of data in order to study, research, recommend, and evaluate existing and new programs for modification and implementation;
 - c. Assist with the coordination and recording of all curriculum meetings with all professional staff and related groups to ensure healthy, collaborative processes in all aspects of curriculum, instruction and assessment;
 - d. Coordinate and support supplemental student services / multi-tiered systems of support (e.g., academic intervention, ESL, Enrichment/ Gifted and Talented, and English as a Second Language);
 - e. With the Technology Coordinator, assist in curriculum-related technology systems and support the effective integration of educational technology into the curriculum;
 - f. Coordinate curriculum, textbook, and instructional media ordering, rostering, and distribution; and
2. **Personnel Administration**
 - a. Support the organization of the District's observation and evaluation process;
 - b. With the Director of Curriculum support the District's course approval process;
 - c. Assist with the development and implementation of the District's multi-year Comprehensive Equity Plan;
 - d. Create the Staff Professional Trip and Student Field Trip summary reports for the semi-monthly Board agenda;

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- e. Manage the submission, approval, and documentation processes for field trips, professional conferences, and facilities usage.
3. **Assessment and Reporting**
- a. Coordinate data and spreadsheets to support and report on school, classroom, and student improvement;
 - b. Coordinate all aspects of the Elementary and Secondary Education Act/ Every Student Success Act Grant;
 - c. Collaborate with the Director of Curriculum and Instruction on the coordination of a comprehensive K-8 assessment program; and
 - d. Assist the Director of Curriculum and Instruction in the management of budget for curriculum-related materials.
4. **Staff Development**
- a. Assist in the development and implementation of in-service programs and professional/staff development experiences for all professional staff based on district and school priorities for instructional improvement;
 - b. Facilitate the participation of administrators and staff in professional development experiences to enhance their job-related knowledge and skills; and
 - c. Maintain calendar/ record of professional development experiences offered by the district as well as professional development records for certified staff;
 - d. Assist in all aspects of the coordination of New Teacher Orientation and New Teacher Mentoring Program in accordance with New Professional Teaching Standards and Mentoring Regulations; and
 - e. Coordinate all aspects of online training program [Vector /Safe Schools] program for district.
5. **School and Community Relations**
- a. Act as a liaison between schools, departments, programs, staff, parents, the public and outside agencies;
 - b. Explain procedures to staff and parents, resolve routine matters based on general knowledge of District policies and procedures;
 - c. Assist in the coordination of the preparation and dissemination of program-related literature and publications;
 - d. Participate in relevant administrative meetings; and
 - e. Coordinate all aspects of the District monthly e-newsletter.
6. **Professional Development**
- a. Seek to continue own professional growth and development through attendance at relevant meetings, workshops and conferences; and similar activities; enrollment in advanced courses; and similar activities;
 - b. Coordinate and provide District professional development for secretaries as directed; and
 - c. Create, manage, and analyze results of surveys to assess effectiveness of professional development offered by the District.

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7. Other

- a. Perform all receptionist duties to ensure a welcoming, collegial, and efficient Central Office;
- b. Maintain a systematic filing system that supports the efficient retrieval of records;
- c. Maintain calendar of events for the District and keep administrators/staff informed about scheduled events;
- d. Maintain District and Curriculum & Instruction webpage as directed; and
- e. Perform other related duties as may be assigned by the Superintendent, Director of Curriculum and Instruction, and Technology Coordinator.
- f. Coordinate with the Superintendent, Business Office, and individual Schools as needed.

TERMS OF EMPLOYMENT:

Twelve-month position; salary to be determined by the Board of Education

EVALUATION:

Performance of this job will be evaluated annually in accordance with statute and Board policy.