

BRANCBURG TOWNSHIP SCHOOL DISTRICT
Branchburg, New Jersey

JOB DESCRIPTION

Job Title: Secretary to the Director of Educational Programs-Student Support Services

Reports To: Director of Educational Programs & Student Support Services

Contract Terms: BTEA; 12 Month Contract

Qualifications:

- Bachelor's degree
- Experience in an office setting implementing secretarial skills (preferably in the public sector)
- Proficient in Microsoft Office including: Word, Excel, PowerPoint
- Familiarity with Google platforms.

Job Goal: One of the primary components of the role includes maintaining and organizing budgets and accounts of the department including materials and work flow related to the department. The other major responsibility of this role involves assisting the Director of Curriculum in administrative duties in the areas of staff development, and student assessment.

Performance Responsibilities:

Budget and Accounts:

- Gather cost information for products and services related to curriculum, instruction and staff development.
- Assist in budget development and complete entry of budget data in Systems 3000.
- Prepare, order and process requisitions and orders for Instructional Services and Technology accounts.
- Review all monthly purchase orders to ensure that they have been charged to the appropriate account.
- Responsible for management of the Petty Cash accounts.
- Prepare purchasing guide for annual replenishment of curriculum consumables for school budget development.
- Communicate with account representatives to resolve issues.
- Research and/or sample products as requested by the Director of Curriculum.

Curriculum and Instruction:

- Computer-generate, process, distribute and send to the webmaster the district's approved curriculum.
- Prepare and review reports as assigned by the Director/Supervisor.
- Maintain updated record of Board-approved textbooks and instructional materials.
- Maintain record of Board-approved curriculum.
- Prepare board agenda memoranda as requested.

Staff Development:

- Maintain professional development records and reports in Frontline/My Learning Plan; process reimbursements for conferences/travel; connect with building secretaries to arrange for substitutes for district in-services and meetings.
- In coordination with other Board Office Secretaries, devise, follow and share a process for conference/travel approvals and reimbursement.
- Maintain annual records of professional development and assist in revision and submission of the district's Local Professional Development and Mentoring Plans.
- Schedule and complete preparations for summer training/workshops, curriculum writing, New Staff Orientation, and in-service days throughout the school year.
- Maintain attendance and manage enrollments for Teacher's Academy.
- Prepare posting and maintain record of approvals for stipend/hourly positions including summer curriculum work and Teacher's Academy instructors.

Student Assessment:

- Online materials orders, receipt and returns of State and district testing materials (NJSLA, MAP, PAR, Learning.com, GATE, and Math placement testing)
- Rollover online/web based systems, including assessment systems
- Prepare and process orders for annual district testing such as the GATE and math placement testing.
- Prepare and enter data in spreadsheets for middle school math placement; complete mail merge and emailing/ mailing of math placement letters.
- Complete mail merge and emailing/ mailing of in-district assessment letters/score reports.

General Office/Department Responsibilities:

- Coordinate meetings, workshops, schedules, observations/summatives, and appointments.
- Maintain a calendar of district-wide schedule of meetings, training and testing.

- Prepare items for board approval on upcoming Board agendas including all backup documentation; maintain file of approvals for curriculum, professional development, purchases, personnel/consultants, etc.
- Submit and maintain files of requests for field trips, BEF grants.
- Assist with development and completion of online surveys for evaluation and feedback on curriculum programs, professional development, and technology.
- Assist in completing required DOE plans and reports such as the Local Professional Development Plan, Mentoring Plan, and Technology Plan.
- Screen Director's calls and correspondence; respond to or refer calls to appropriate district personnel as necessary.
- Maintain files and records in accordance with NJ QSAC monitoring requirements for documentation.
- Other duties as deemed necessary by the Director of Educational Programs and Student Support Services.

Evaluation

- In accordance with state regulations, Board of Education policy, and agreement between Board of Education and the Branchburg Township Education Association

Board of Education Approved Revision: November 5, 2020

Board of Education Approved Revision: May 17, 2023