



UPPER SADDLE RIVER SCHOOLS
Upper Saddle River, NJ 07458

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT TO THE EXECUTIVE DIRECTOR FOR TECHNOLOGY FOR QUAD DISTRICTS

- I. **Title:** Administrative Assistant to the Executive Director for Technology for Quad Districts
- II. **Qualifications:**
 1. High school diploma or equivalent training
 2. Minimum experience as determined by the board
 3. Good word processing skills
 4. Knowledge of automated office equipment and efficient office procedures
 5. Good telephone skills and ability to communicate effectively
 6. Required criminal history check and proof of U.S. citizenship or resident alien status
- III. **Primary Function:** To carry out all administrative assistant duties necessary for the smooth and efficient operation of the Quad Technology Department.
- IV. **Reports to:** Executive Director for Technology for Quad Districts
- V. **Major Duties and Responsibilities:**
 1. Performs all administrative assistant work as assigned by the Executive Director for Technology.
 2. Receives and routes incoming calls for the Executive Director for Technology.
 3. Assists in the preparation and processing of all correspondence, notices, and reports emanating from the Quad Technology Department.
 4. Maintains a well-organized up-to-date filing system.
 5. Operates all business machines necessary to complete reports and duties required in the operation of the office.
 6. Arranges meetings, prepares agendas and handles follow-up activities as necessary.
 7. Acts as a liaison between the Executive Director for Technology and Quad District staff in screening and routing inquiries and requests.
 8. Assists, logs in, and directs visitors to the Technology Department.
 9. Maintains confidentiality as required and appropriate.
 10. Coordinates the NJSMART submissions, as well as other reports due to the county, state, and/or federal government.

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11. Performs other related tasks and duties as assigned by the Executive Director for Technology for the Quad Technology Department.
- VI. Terms & Conditions of Employment:** 12-month position with salary, benefits, and other terms as defined by the contract between the Upper Saddle River Board of Education and the Upper Saddle River Education Association.
- VII. Evaluation:** Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of noncertified staff.