

WAYNE TOWNSHIP PUBLIC SCHOOLS
Wayne, New Jersey
JOB DESCRIPTION

TITLE: H-005 - Technology Administrative Assistant

EDUCATION AND EXPERIENCE REQUIRED:

1. High School Diploma or Equivalency. Additional secretarial/clerical courses desirable.
2. Three (3) years employment in responsible secretarial business. Some experience in Education is desirable.

REPORTS TO:

Director of Technology

JOB GOAL:

To support the Technology Director

PERFORMANCE RESPONSIBILITIES:

1. Performs standard secretarial and clerical skills.
2. Maintains specialized knowledge of various areas, County Office, State Department, vendors, contracts, employee contracts, certifications, retirement system, etc.
3. Researches material (including Board policies), analyzes, complies, tabulates, and completes various reports/surveys.
4. Screens office visitors and telephone callers and either answers questions concerning responsibilities or refers persons to other sources of information or schedules an appointment with the administrator/supervisor.
5. Types letters and other correspondence including material of a confidential nature. Composes independently, from oral instruction, rough draft or straight copy letters, reports or memoranda requesting or dealing with routine matters not involving policy questions.
6. Maintains departmental or other budget records and prepares monthly reports. Maintains a variety of files.
7. Maintains district wide payroll documents.
8. Maintains records and expedites orders.
9. Handles data processing procedures and performs other related duties as required.

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the Board of Education. This position is part of the Wayne Education Association.

ANNUAL EVALUATION:

Performance of this position will be evaluated annually in accordance with the Board's policy on the evaluation of non-certificated staff.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses
2. Occasional exposure to a variety of weather conditions
3. Exposure to heated/air conditioned and ventilated facilities
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

BOARD APPROVAL DATE: September 9, 2021, Agenda Item T-17