

Union Township Public Schools

TITLE: TECHNOLOGY DEPARTMENT OFFICE ASSISTANT

QUALIFICATIONS:

1. High school diploma required
2. Clerical experience preferred
3. Strong organizational and multi-tasking abilities
4. Demonstrate strong organizational skills and good typing skills.
5. Excellent office and event management skills.
6. Strong computer/technology skills (e.g. Excel, Word, Outlook Express, keyboarding, data entry, ability to update department website)
7. Knowledge of Google Docs preferred
8. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
9. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

REPORTS TO: Director of Technology

JOB GOAL:

To provide support services inherent to the effective operation of the technology department under the direction of the Director of Technology.

PERFORMANCE RESPONSIBILITIES:

1. Answering the phone to take messages or redirecting calls.
2. Monitor stocks of office supplies and report when there are shortages
3. Sorting and distributing incoming mail and prepare outgoing mail
4. Assist the department with inventory control of district equipment
5. Obtain quotes for supplies needed in the department
6. Typing of requisitions and organizing related paper work
7. Utilize office appliances such as photocopier, printers and computers
8. Filing as needed
9. Any other duties and responsibilities directed by the director of technology

TECHNOLOGY DEPARTMENT OFFICE ASSISTANT (continued)

TERMS OF

EMPLOYMENT: Salary and work year to be determined by the board of education.

ANNUAL

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations

Approved by:

Date:

Revised:

LEGAL REFERENCES:

N.J.S.A. 18A:6-7.1 Criminal history record
N.J.S.A. 18A:16-1 Officers and employees
N.J.S.A. 18A:16-2 Physical examinations; requirement

N.J.A.C. 6A:32-4.2 Approval of paraprofessional staff
N.J.A.C. 6A:32-6 School employee physical examinations

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

No Child Left Behind Act of 2001, P.L. 107-110, Title I Part A, Section 1119 Qualifications for teachers and paraprofessionals, 20 U.S.C.A. 6301 et seq.

Title I Paraprofessionals Draft Non-Regulatory Guidance, November 15, 2002