

**MEDFORD LAKES SCHOOL DISTRICT  
INTERNAL REPOSTING  
2018-2019**

Position: 12 Month Administrative Assistant to the Superintendent/Neeta Principal/School Secretary

Specific Qualifications: High School Diploma  
Secretarial training and experience preferred  
Knowledge and application of Microsoft Office, Google Docs, NJ Smart, and other computer applications.

**Responsibilities of the Administrative Assistant to the Superintendent/Neeta Principal:** NJ Smart Staff Member ID (SMID), Staff Submission (SID), CDS Information System, Provisional Licensing Registration System, Preparing for QSAC, Monthly Board of Education Agendas, New Student Registration including kindergarten, Human Resources, Frontline Education's Absence Management, Thursday Broadcast, 8<sup>th</sup> Grade Graduation, End of school year and preparing for the upcoming school year tasks

**Responsibilities:** The School Secretary is an integral part of the smooth operation of the facility, staff and students, ensuring that the school and its resources and agendas dovetail in order to provide excellent educational opportunities to each student while functioning as a resource for the community.

**Reports to:** Superintendent of Schools

**Salary:** Negotiated

**All currently employed personnel have an opportunity to apply for the position listed. Interested parties should send a letter of interest and resume to Mr. Anthony V. Dent, Superintendent by January 31<sup>st</sup>, 2019.**

**POSTED: December 18<sup>th</sup>, 2018**

**The Medford Lakes Board of Education is an Equal Opportunity Employer, has an Affirmative Action Program, and will not discriminate against any person because of race, color, religion, national origin, ancestry, age, political affiliation, sex, armed forces liability, physical handicap, social or economic status.**

**The Medford Lakes School District is committed to Section 504 of the Rehabilitation Act of 1973.**

**Cc: Mr. Jay Wassell, MLEA President**