

**CAMDEN COUNTY EDUCATIONAL SERVICES COMMISSION
225 WHITE HORSE AVENUE
CLEMENTON, NEW JERSEY 08021
856-784-2100**

JOB DESCRIPTION

TITLE: Assistant for Education Services

QUALIFICATIONS:

1. Demonstrated competency in word processing, computer skills and aptitude to fulfill performance responsibilities.
2. Demonstrated organizational, communication and interpersonal skills.
3. Pass a Criminal History Review under the provision of P.L. 1986, C116.
4. Pass a physical examination in accordance with statute and board policy.
5. Such additions and alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Instruction and Supervisors of Special Services

JOB GOAL: To provide support services for the efficient and effective operation of the Commission's programs for the maximum benefit of member districts.

PERFORMANCE RESPONSIBILITIES:

1. Maintains attendance records for all employees including notification of administrators of absentees on a daily basis and preparation of attendance reports as directed.
2. Maintains personnel records, professional development files and daily schedules for all instructional staff.
3. Prepares purchase orders.
4. Receives and verifies deliveries of educational and central office supply orders and recommends payment.
5. Assists with the computer data entry of 407-1 applications for PL 192-193 programs.
6. Maintains back-up tapes for the computer fileserver.

7. Provides primary phone coverage for the Education Office.
8. Prepares and disseminates reports and other documents as required.
9. Performs all clerical and office tasks as necessary.
10. Performs any other tasks or duties assigned by the Superintendent, Director of Instruction or Supervisors of Special Services.

TERMS OF EMPLOYMENT: Twelve months. Contract terms and salary to be determined by the Board of Directors.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of New Jersey statute, administrative code, and Board policy.

Board Approval

Initial: 4/6/2005

Revised: 2/7/2007

Revised: 10/5/11