

RAMAPO INDIAN HILLS REGIONAL HIGH SCHOOL DISTRICT  
Oakland, New Jersey 07436

JOB DESCRIPTION

Title: Administrative Assistant – Instructional Technology (Grade II)

Organizational Relationship: Reports to Director of Technology

Primary Function

To perform administrative assistant and clerical duties to ensure the efficient functioning of the Instructional Technology Department.

Major Area of Accountability

1. Responds to inquiries from students, staff and parents. Assists visitors and resolves administrative issues.
2. Maintains files and documentation for the One to One Computer Initiative including recording and receiving payments, recording student equipment/incident reports, recording damages/missing items. Maintains records of Apple/AIG laptop service requests.
3. Organizes yearly student laptop distribution and collection.
4. Collects monies for student obligations regarding One to One Computer Initiative including laptop insurance, fines for lost/missing laptop accessories and forwards to Business Office.
5. Maintains calendar of events requesting ITC support and equipment. Maintains records for ITC equipment check out and collection.
6. Prepares quotes as well as purchase orders and vouchers. Maintains all related backup documentation.
7. Prepares and/or edits correspondence.
8. Creates Student/Faculty/Staff ID Badges and distributes. Compiles information on incoming freshman students to create ID badges including photographs.
9. Oversees use of ITC office equipment including copiers, lamination machine, scantron machine and projectors and maintains appropriate stock of supplies for each.
10. Performs other duties as requested.

Qualifications:

1. High school graduate
2. Knowledge of automated office equipment and District computer technology
3. Excellent verbal and written communication skills

Terms of Employment:

Twelve-month contract in accordance with contractual arrangement as approved by the Board of Education.

Approved: May 22, 2017

Revised: April 27, 2020