

JOB DESCRIPTION

BARNEGAT TOWNSHIP SCHOOL DISTRICT

CONFIDENTIAL ADMINISTRATIVE ASSISTANT TO THE DIRECTOR OF PERSONNEL & OPERATIONS

QUALIFICATIONS:

1. High School Diploma
2. A minimum of five (5) years' experience in a progressively higher level of executive secretarial/administrative work.

REPORTS TO: Director of Personnel & Operations

JOB GOAL:

The goal of this Central Office position is to assist the Director of Personnel & Operations with any support staff tasks associated with the administrator he/she reports to.

PERFORMANCE RESPONSIBILITIES:

Workman's Compensation:

1. Retain confidential records and keep up to date log of all workman's compensation cases in the district.
2. Provide any and all necessary documentation/records to any necessary parties (including, but not limited to: Nurse Case Manager, Adjuster, District Personnel, District Administration, Business Administrator and Superintendent).
3. Communicate with personnel and payroll department regarding any change in employment status or compensation as it relates to an employee in the workman's compensation case.

Facilities Use:

1. Follow all provisions outlined in Policy 7510 - Use of Facilities
2. Inform the Business Administrator/Superintendent of new facilities use requests.
3. Assist in processing payments for facilities use and regular communication with the business office.
4. Communicate regularly with the Facilities Coordinator, ensuring all needs are met for outside organizations.
5. Provides direction to and guides all outside organizations in proper completion of paperwork including insurance, usage times, schedule, needs, etc.
6. District liaison to outside organizations.

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State Reporting:

1. Manages all student information and ensures accuracy of student codes and interfaces SIS with the business operations of the district and federal and state reporting entities to include NJ SMART.
2. Submit any state/federal reports as directed by the Director of Personnel & Operations. These include but are not limited to ASSA, October 15th snapshot, NJ SMART, SID.
3. Retain and update information on a regular basis, any information necessary to complete required reports.
4. Communicate and collaborate with other district personnel as required or recommended by the Director of Personnel & Operations to ensure successful submission.
5. Maintain confidentiality of student records and data specifics as needed.
6. Provide analysis of student records and tracking.

Other:

1. Any other duties as assigned by the Director of Personnel & Operations which may include, but not be limited to: purchase orders, staff/Board of Education identification photos, additional student photos, where necessary, supporting basic assistive technology needs.
2. Maintain confidentiality of legal documentation.

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the Board of Education.

EVALUATION:

Performance of this job will be evaluated annually in accordance with State law, administrative code, and the provisions of the Board's policy on evaluation of non-certified staff.

LEGAL REFERENCES:

<u>N.J.S.A.</u> 18A:4-14	Uniform system of bookkeeping for all school districts
<u>N.J.S.A.</u> 18A:6-7.1-7.5	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
<u>N.J.S.A.</u> 18A:12	School Ethics Act
<u>N.J.S.A.</u> 18A:16-1	Officers and employees in general
<u>N.J.S.A.</u> 18A:17-13	Assistant and acting secretaries; appointment, powers and duties
<u>N.J.S.A.</u> 18A:17-14	Clerks in the secretary's office
<u>N.J.A.C.</u> 6A:32	District operations