

JOB DESCRIPTION

BARNEGAT TOWNSHIP SCHOOL DISTRICT

CONFIDENTIAL ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT

QUALIFICATIONS:

1. High School diploma or equivalent, supplemented by a business college or secretarial training
2. A minimum of five (5) years' experience in a progressively higher level of executive secretarial/administrative work.
3. Use modern office practices and procedures and standard office equipment operation.
4. Strong analytical, communication and human relations skills.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Superintendent of Schools

JOB GOAL:

Under the direction of the Superintendent of Schools, the administrative assistant provides responsible and confidential secretarial and administrative support services to assist the Superintendent of Schools in the smooth and efficient running of the school district.

PERFORMANCE RESPONSIBILITIES:

1. County and State Reports: Research, collect data, and prepare such reports including, but not limited to:
 - Semi-annual EVVRS
 - Annual Fire and Security Drill
 - HIB reporting (monthly and annually)
 - QSAC, when necessary
2. Superintendent's Calendar:
 - Set-up appointments
 - Arrange meetings
 - Generally maintains overall calendar

JOB DESCRIPTION

BARNEGAT TOWNSHIP SCHOOL DISTRICT

3. Substitute Teachers, Nurses, Support Staff:
 - Applies for sub-certifications when necessary
 - Arranges for interview by administrators
 - Informs Human Resources Department to approve applicants
 - Arrange for shadowing
 - Assists with renewal, non-renewal, termination of substitutes
 - Maintain files
4. District:
 - Maintains/updates: petty cash for the Superintendent; staff phone directory; district letterhead; Board Committee assignments
 - District calendar
 - Approves school fundraisers
 - Approves flyers and distributes as necessary
 - Student registration forms
 - New hire forms/packets
 - Order certain specialized district forms
 - Prepare purchase orders (membership renewal, professional development, mileage, office supplies for the Superintendent's Office)
 - Inform Board Members of emergency activity within the district
 - Maintain staff evaluations
 - Works with county secretaries on an information capacity
 - Alerts radio/tv stations in the event of school closings due to emergency or weather conditions
 - Creates monthly Board of Education agenda under the guidance of the Superintendent
 - Prepares the Superintendent for monthly Board of Education meeting by gathering and/or organizing necessary information
 - Uploads Board of Education Agenda onto District website
 - Prepares agendas and minutes for the Governance Committee and other meetings as assigned
 - Update policies, regulations and job descriptions as recommended and approved through Governance
 - Assists in preparing research for Board review, under direction of the Superintendent
 - Assists with correspondence to administration regarding operational needs, parent/community needs; etc, as they relate to each school/department
5. General Duties:
 - Maintain Board of Education electronic calendar
 - Receives, welcomes, screens and refers visitors and telephone inquiries to the Superintendent; when appropriate, directs them to others or resolves the callers' requests as necessary

Confidential Administrative Assistant to the Superintendent

JOB DESCRIPTION

BARNEGAT TOWNSHIP SCHOOL DISTRICT

- Receives and reviews all mail directed to the Superintendent
- Maintain files
- High volume email communication
- Record attendance for Central Office
- Remain strictly confidential pertaining to all school matters
- Draft and prepare independent correspondence
- Performs other related duties as may be assigned by the Superintendent

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