

TITLE: ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT

QUALIFICATIONS:

1. High school diploma; secretarial training
2. Minimum experience in general or school office work as determined by the board
3. Knowledge of automated office equipment and excellent word processing and secretarial skills
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
6. Required Notary Public

REPORTS TO: Superintendent

SUPERVISES:

JOB GOAL:

To serve as the superintendent's confidential secretary, performing secretarial duties entailing a high degree of responsibility, discretion, and confidentiality; supervise all administrative secretarial duties in the superintendent's office; act as the human resources liaison and coordinate school-level and district wide administrative activities; and coordinate school-level and district wide administrative activities.

PERFORMANCE RESPONSIBILITIES:

1. Maintains confidence and loyalty to the Superintendent, Board of Education and the District.
2. Supervises and coordinates the efficient workflow of the school system relative to the responsibilities of the superintendent.
3. Performs all secretarial and confidential work as assigned by the superintendent, including but not limited to typing correspondence, reports, notices, and summaries of confidential documents
4. Supervises the activities of all other secretarial and clerical personnel assigned to the superintendent's office. Supervises and assists in the preparation of all correspondence and reports emanating from the superintendent's office. Maintains a regular filing system, as well as a set of locked confidential files.
5. Processes incoming correspondence, dates and forwards as necessary.
6. Places and receives telephone calls and records messages for the superintendent, including handling calls and inquiries that involve sensitive topics.
7. Maintains a schedule of appointments for the superintendent and arranges for conferences, meetings and interviews.
8. Arranges meetings, prepares agenda, takes clear notes, and handles follow-up activities as necessary.
9. Receives all grievances appealed to the Superintendent and assists in preparations for hearings and drafting responses as directed by the Superintendent.
10. Oversees the hiring of substitute teachers; receives applications; verifies their credentials and prepares substitute teacher lists for board approval.
11. Acts as a liaison between the superintendent and administrative staff in screening and routing

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- inquiries and requests.
12. Assists the superintendent in compiling data and preparing reports required by law, administrative code and board policy.
 13. Maintains highly confidential records and files, ensuring that the material is properly marked, secured and accessible for immediate use by the superintendent.
 14. Receives and maintains all correspondence regarding ongoing collective negotiations and prepares reports regarding same as directed by the Superintendent.
 15. Maintain the District Job Description Book to include typing new job descriptions and updating revised job descriptions.
 16. Maintains personnel records of all certified staff.
 17. Maintain details concerning all personnel, including:
 - a. Advertising all job vacancies in employment program/ District Website and the newspapers and distributing the vacancies to be posted in the schools.
 - b. Professional Certificated Staff – coordinate completion/submission of the following:
 - Licensing/Certificates (CE, CEAS, Standard)
 - Fingerprinting/Criminal History Review
 - Employment Eligibility (I-9) Forms
 - Mantoux and Health Forms/Emergency Card
 - Employment Application, Official Transcripts, Internet Agreement
 - c. Substitutes - coordinate completion of application process for Substitute Certificate prior to submission to Morris County Office of Education
 - d. Non-Certificated Staff - coordinate completion of the following:
 - Fingerprinting/Criminal History Review
 - Employment Eligibility (I-9) Forms
 - Mantoux and Health Forms/Emergency Card, Employment Application
 - e. Enter/delete all personnel into accounting program, substitute service program and district alert communication program.
 - f. Notify appropriate personnel of all new staff members to ensure e-mail access, entrance code, application to provisional teacher program.
 - g. Coordinate and link all district personnel leaves (maternity, medical, etc.) through personnel software.
 - h. Processing of letters for movement on salary guide
 - i. Maintain/update all personnel filing
 18. Responsible for:
 - a. All new employee letters/reappointment, non-renewal letters,
 - b. BOE agenda motions for appointments and resignation letters,
 - c. Coordinate and prepare monthly, the agenda for the Board of Education meetings,
 - d. Completion and coordination of all reports for the state through Homeroom and as required by the County Office
 19. Maintain the district filing system, perform routine office procedures with regard to phone system and

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copy machine, substitute service program and district alert communication system.

20. All other duties and specialized and confidential assignments as assigned by the Superintendent.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board of education

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by: Mendham Borough School District

Date: September 28, 2010

Revised: February 24, 2015

January 17, 2019

LEGAL REFERENCES:

<u>N.J.S.A.</u> 18A:6-7.1-7.5	Criminal history record
<u>N.J.S.A.</u> 18A:16-1	Officers and employees in general
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirements
<u>N.J.S.A.</u> 18A:17-2	Tenure of secretarial and clerical employees
<u>N.J.S.A.</u> 18A:17-24	Clerks in superintendent's office
<u>N.J.A.C.</u> 6A:32-6	School employee physical Examinations
8 <u>U.S.C.A.</u> 1100 <u>et seq.</u>	<u>Immigration Reform and Control Act of 1986</u>