

SECTION CENTRAL ADMINISTRATION

AREA CLASSIFIED PERSONNEL

TITLE: ADMINISTRATIVE ASSISTANT TO THE SCHOOL BUSINESS  
ADMINISTRATOR/BOARD SECRETARY

QUALIFICATIONS:

1. A Bachelor's degree or equivalent experience.
2. A minimum of three to five years experience in a New Jersey public school.
3. Alternative or additional qualifications which provide the following knowledge, abilities and skills:
  - a. Strong human relations and communications skills.
  - b. Knowledge of New Jersey school laws, regulations and procedures.
  - c. Strong skills in Microsoft Office (Word, Excel, PowerPoint, and Access) and strong keyboarding skills.
  - d. Ability to establish and maintain effective working relationships with administration, supervisors, employees and the general public.
  - e. Ability to express ideas effectively in oral and written form.
  - f. Ability to collect and analyze data, to perform research and to prepare technical documents on all phases of school administration.

REPORTING RESPONSIBILITY:

The Administrative Assistant to the School Business Administrator/Board Secretary is directly responsible to the School Business Administrator/Board Secretary

JOB GOAL:

The Administrative Assistant to the School Business Administrator/Board Secretary assists the School Business Administrator/Board Secretary in the areas of Board policy, budget development and budget control, Board communications/publicity. The Administrative Assistant to the School Business Administrator/Board Secretary will also assist the Assistant Superintendent, through the School Business Administrator/Board Secretary, with some aspects of the coordination of the district testing program.

TERMS OF EMPLOYMENT:

Twelve month contract. Benefits as described in Policy 4931, Benefits - District-Wide and Central Office Non-Instructional Personnel.

PERSONAL EVALUATION:

The Administrative Assistant to the School Business Administrator/Board Secretary shall be evaluated in writing by the School Business Adm./Board Secretary at least once each year. The evaluation shall be based in part on the performance of the responsibilities indicated in this position description. See Policy 4022, Evaluation of Staff.

PERFORMANCE RESPONSIBILITIES:

1. In supporting the School Business Adm./Board Secretary , the Administrative Assistant to the School Business Administrator/Board Secretary shall:
  - a. Assist in the development and maintenance of annual school budgets
    - 1) Maintain abreast of current regulations in Generally Accepted Accounting Principals and annual budgeting procedures for New Jersey Schools.
    - 2) Collect data from in and out of district sources relative to the development of the annual school budget.
    - 3) Prepare a proposed budget document for use by the administration and Board in the annual budget development process.
    - 4) Attend all Finance Committee meetings relative to the preparation and development of the annual school budget.
    - 5) Prepare a final budget document for use by the district.
    - 6) Complete the NJ State format of budget, including coordinating and entering Supporting Documentation data.
  - b. Assist in the maintenance of the Board Policy Manual
    - 1) Maintain abreast of legislative actions that may affect the policies of the Board. Research and consult with the Board Attorney regarding such legislative actions.
    - 2) In coordination with district administrators, draft new or revised Board Policies and Rules for consideration by the Policy Committee.
    - 3) In coordination with district administrators, draft new or revised Job Descriptions for consideration by the Policy Committee.
    - 4) Attend all Policy Committee meetings and prepare minutes of said meetings.
    - 5) Maintain the Board's Policy Manual and Job Description Manual
    - 6) Maintain employee manuals and contracts relative to all bargaining units.
  - c. Assist in the coordination and preparation of the following public relations tasks:
    - 1) Board of Education brochures, flyers, etc.
    - 2) Press Releases
    - 3) PowerPoint, slide or other presentations

2. In supporting the Assistant Superintendent, the Administrative Assistant to the School Business Administrator/Board Secretary shall:
  - a. Assist in the coordination and administration of the district testing program.
    - 1) Orders, distributes and collects tests for mailing.
    - 2) Attends State training sessions and facilitates district training sessions for school site coordinators.
  - b. Assist in the coordination of the professional development process.
    - 1) Create and maintain the database for the State required professional development hours for certified staff.
    - 2) Assist with the preparation of State professional development reports.
3. Other Duties
  - a. Assumes other duties and responsibilities incidental to the position or as assigned by the School Business Adm./Board Secretary.

Position Description approved: 4/24/01