

**SOUTH AMBOY SCHOOL DISTRICT
SOUTH AMBOY, NJ 08879**

JOB DESCRIPTION

Administrative Secretary to the Superintendent

NONCERTIFIED

TITLE: ADMINISTRATIVE SECRETARY TO THE SUPERINTENDENT

QUALIFICATIONS:

1. High school diploma; secretarial training
2. Minimum experience as determined by the board
3. Excellent word processing skills; including a working knowledge of specialized vocabulary
4. Knowledge of automated office equipment and efficient office procedures. Proficiency in technology used by the district and ability to learn new software applications, as needed
5. Ability to maintain confidentiality in all situations and interactions
6. Demonstrated strong organizational, communication and interpersonal skills
7. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
8. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

REPORTS TO: Superintendent

JOB GOAL:

To serve as the superintendent's confidential secretary; supervise all administrative secretarial duties in the superintendent's office and coordinate school-level and district wide administrative activities.

PERFORMANCE RESPONSIBILITIES:

Overall

1. Supervises and coordinates the efficient workflow of the school system relative to the responsibilities of the superintendent.
2. Performs all secretarial and confidential work as assigned by the superintendent.
3. Supervises and assists in the preparation of all correspondence and reports emanating from the superintendent's office.
4. Maintains personnel records of all certified staff.
5. Maintains a regular filing system, as well as a set of locked confidential files.
6. Processes incoming correspondence.
7. Places and receives telephone calls and records messages for the superintendent.
8. Maintains a schedule of appointments for the superintendent and makes arrangements for conferences, meetings and interviews.
9. Oversees the hiring of substitute teachers; receives applications; verifies/processes their credentials and prepares substitute teacher lists.
10. Acts as a liaison between the superintendent and administrative staff in screening and routing inquiries and requests.
11. Assists the superintendent in compiling data and preparing reports required by law, administrative code and board policy.
12. Performs other related duties as may be assigned by the superintendent.

ADMINISTRATIVE SECRETARY TO THE SUPERINTENDENT (continued)

Board Meetings

1. Coordinates and prepares all areas related to developing materials for Board Committees, Business and Public Meetings
2. Coordinates all areas related to review of Board Meetings
3. Communicates with all Administrators for review on above matters

Personnel

1. Maintains confidential personnel file
2. Input and maintain personnel information into SYSTEM 3000/AESOP systems for staff & substitutes
3. Prepares and processes all employment contracts for new and existing staff
4. Prepares and maintains Employee Position rosters
5. Liaison to County Office for Administrative contracts and reporting
6. Prepares and maintains confidential Employee Update contact information
7. Prepares and maintains Employee Attendance Calendar for personnel file
8. Develops personnel reports and correspondence
9. Processes Alternate Route and Provisional candidate applications and correspondence to all applicable agencies
10. Processes paperwork for Graduate Course approval and reimbursement
11. Processes paperwork for Professional, Vacation, Sick, etc., requests
12. Handles paperwork for Governor's Teacher Recognition Program
13. Categorizes all resumes
14. Develops/maintains all job vacancies, postings
15. Revise/develop job descriptions

Reporting

1. Prepares and transmits NJ SMART staff reports to include: SMID, Staff Submission, Staff Evaluation
2. Prepares Monthly Informational Board report
3. Prepares Monthly HIB Board report and processes correspondence
4. Prepares and transmits annual QSAC SOA and/or DPR
5. Input and maintain district CDS (County, District, School) reporting
6. Prepares and transmits Biannual School Aide SOA
7. Prepares and transmits annual Memorandum of Agreement
8. Prepares and transmits Civil Rights Data Collection report

Board Policy

1. Prepares and maintains from NJ School Boards Association new/revised policies and regulations for Board approval
2. Oversees transmittal for processing to online Policy manual and District policy manual
3. Provides Administrators with updated policy approval

Miscellaneous

1. Prepares school calendar for Board approval and disseminates appropriately
2. Prepares and provides school district directory and revisions to County office

ADMINISTRATIVE SECRETARY TO THE SUPERINTENDENT (continued)

3. Prepare/process all department requisitions for goods/services in conjunction with budget allocation
4. Professional Development- attends workshops, conferences and meetings as are pertinent to the position
5. Performs other related specialized and confidential assignments as required, including tasks related to the efficient operation of the office as assigned

TERMS OF EMPLOYMENT:

Full time; twelve months. The employee shall follow the administrative calendar, July 1 to June 30. Contract terms to be determined by the board.

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: South Amboy Board of Education

Date: July 24, 2017

Revised:

LEGAL REFERENCES:

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