



# KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

## Administrative Assistant to the Superintendent

(Rev. 12/17/2012, Rev. 4/15/2013, Rev. 04/28/2016)

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### Qualifications:

1. High school diploma; secretarial training
2. Knowledge of human resource functions/accounts payable and excellent secretarial skills
3. Strong communication and human relations skills
4. Minimum of three years' experience in general or school office work
5. Required criminal history review background check and proof of U.S. citizenship or legal resident alien status
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

### Reports To:

Superintendent of Schools

### Job Goal:

To serve as the Superintendent's confidential Administrative Assistant and provide secretarial services in an organized and professional manner. Goals are for both Kingsway Regional and South Harrison School District.

### Performance Responsibilities:

1. Maintain confidentiality and loyalty to the Superintendent, Board of Education and the District.
2. Maintain the District Job Description Book to include typing new job descriptions and updating revised job descriptions.
3. Coordinate and maintain all district attendance records through attendance program and transfer attendance to accounting software.
4. Maintain/update all personnel filing
5. Be responsible for:
  - a. Coordinate and prepare monthly, the Superintendent's Monthly Report Agenda and
  - b. Coordinate and prepare monthly the Board Briefs;
  - c. HIB notification letters to parents/guardians;
6. Type the negotiated agreements including all revisions and corrections;
7. Completion of the Certificated and Non-Certificated Staff Fall Report for the state through NJ Smart;
8. Completion and submission of Annual Paraprofessional Report to County Office;
9. Researches/designs/prepares annual District Calendar;
10. Update/make changes in employment section on District website
11. Petty Cash for the Superintendent's Office.
12. Maintain the district filing system.
13. Be responsible for routine office functions.
14. Open, date and sort the Superintendent's mail.
15. Completion of surveys and questionnaires.
16. Acknowledge all academic letters/resumes regarding applications for employment and maintaining file.
17. All other duties as assigned by the Superintendent.



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18. Perform all other responsibilities and duties as may be assigned by the Superintendent of Schools and/or his/her designees.

### Employment conditions:

Contract year:	July 1 to June 30
Job Family	Administrative Assistant
Pay Grade/Compensation Structure:	G11
Evaluation:	In accordance with Board policy
Job Code:	0103