EXECUTIVE ASSISTANT TO THE SUPERINTENDENT AND ASSISTANT SUPERINTENDENT

(Job Description)

QUALIFICATIONS:

- High school diploma or equivalent required. Associate's or Bachelor's degree in business, public administration, education, or related field preferred.
- Minimum of five (5) years of high-level administrative experience, preferably within a school district, government agency, or comparable environment.
- Prior experience supporting a Superintendent or senior-level executive in a public school district preferred.
- Familiarity with NJDOE regulations, OPMA, OPRA, QSAC requirements, and Board governance processes preferred.
- Demonstrated proficiency with Microsoft Office Suite, Google Workspace, and modern office technology.
- Excellent written and verbal communication skills.
- Ability to exercise independent judgment, maintain confidentiality, and manage sensitive information.
- Strong organizational, time-management, and problem-solving abilities.
- Ability to work professionally under pressure, meet deadlines, and manage multiple competing priorities.
- Provide evidence that a criminal history record check has been conducted and clearance has been given by the NJ Department of Education (NJDOE) in accordance with the law

PRIMARY FUNCTION:

The Executive Assistant to the Superintendent and Assistant Superintendent provides high-level administrative, organizational, and operational support to the district's chief executive leadership. This position manages sensitive and confidential information; coordinates districtwide communication; supports governance operations of the Board of Education; and ensures the efficient functioning of the Superintendent's Office. The Executive Assistant represents the administration with professionalism, discretion, and excellent judgment.

DIRECT REPORT:

Superintendent of Schools and Assistant Superintendent of Curriculum and Instruction

SPECIFIC DUTIES AND RESPONSIBILITIES:

Executive Administrative Support

- Serve as the primary administrative support to the Superintendent and Assistant Superintendent, managing calendars, scheduling, correspondence, and travel.
- Screen and prioritize telephone calls, emails, inquiries, and requests; respond independently when appropriate.
- Draft, proofread, and prepare professional correspondence, reports, presentations, and communications on behalf of the Superintendent and Assistant Superintendent.
- Maintain strict confidentiality regarding personnel, negotiations, legal matters, student issues, and all other sensitive information.

Board of Education & Governance Support

- Prepare, assemble, proof, and distribute Board agendas, resolutions, minutes, and related materials in accordance with board policy and legal requirements.
- Maintain the Board policy manual, by-laws, and administrative regulations.
- Track Board inquiries and ensure timely administrative responses.

Office & Workflow Management

- Manage the daily operations of the Superintendent's Office, ensuring efficient workflow, customer service, and communication.
- Coordinate administrative processes across central office departments to support district operations.
- Oversee and maintain office systems, databases, filing structures, and records retention in accordance with NJ Records Management guidelines.
- Coordinate districtwide event scheduling, leadership meetings, and administrative retreats.

Communications & Community Relations

- Prepare districtwide communications, newsletters, and memos on behalf of district leadership.
- Serve as a professional and courteous liaison between the Superintendent's Office, staff, families, community members, legal counsel, state agencies, and outside organizations.
- Manage public records requests (OPRA) in coordination with the Business Office or designated Custodian of Records.

Project & Program Coordination

- Support special projects initiated by the Superintendent and Assistant Superintendent, including strategic planning, data collection, committee coordination, and research activities.
- Assist in the preparation of reports and documentation for state and federal agencies (NJDOE, NJQSAC, etc.).
- Coordinate responses to districtwide concerns, complaints, and inquiries, ensuring appropriate routing and follow-up.

Other Duties

- Perform all other tasks and responsibilities as assigned by the Superintendent and Assistant Superintendent.
- Serve as backup support for other central office administrative personnel when necessary.

WORKING CONDITIONS:

- Works in an office environment with frequent interruptions.
- May be required to handle confidential documents, sensitive conversations, and time-sensitive deadlines.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is frequently required to sit and talk or hear. Generally the job requires 50% sitting, 25% walking, and 25% standing with some stooping, kneeling, and crouching. The employee may occasionally lift, carry, push, pull and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus along with prolonged use of computer. The employee frequently will use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms, thus requiring fine hand and finger dexterity.

TERM OF EMPLOYMENT:

12 month, Non-Bargaining Unit Position.

EVALUATION:

In accordance with New Jersey laws and regulations and Tenafly Board of Education policy.

BOARD APPROVAL:

December 15, 2025.