

**GREAT MEADOWS REGIONAL
BOARD OF EDUCATION**

JOB DESCRIPTION

TITLE: SUPERINTENDENT'S ADMINISTRATIVE ASSISTANT

QUALIFICATIONS:

High school diploma; secretarial training

Computer literate in Word program and excellent secretarial skills

Strong analytical, communication and human relations skills

Minimum of three years' experience in general or school office work

Required criminal history background check

New Jersey residency required

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:

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. Prepares 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, and processes incoming correspondence.

6. Places and receives telephone calls, and records messages for the superintendent.
7. Maintains a schedule of appointments for the superintendent and makes arrangements for conferences, meetings and interviews.
8. Oversees the hiring of substitute teachers, receives applications, verifies their credentials, and prepares substitute teacher lists for board approval.
9. Oversees the verification process of all employees fingerprinting process.
10. Prepares, reviews, and mails all paperwork to the State Dept, of Education of new employees and substitutes for criminal history clearance.
11. Acts as a liaison between the superintendent and administrative staff in screening and routing inquiries and requests.
12. Assists the superintendent in preparing reports required by law, administrative code and board policy.
13. Assists Superintendent on coordinating and updating District bus routes, processes calls concerning student transportation, assigns student bus routes and resolves minor transportation concerns.
14. Registers District's students attending out-of-district schools on a sending/receiving relationship.
15. Maintains and updates the activity calendar for each of the 3 schools in the GMRSD.
16. Prepares District Calendar for all staff, parents, and public.
17. Arranging and scheduling bus transportation for all district field trips.
18. Maintains and compiles information for the District needing Board approval and constructs, collates and disseminates a Board packet for each Board Member. Superintendent, Board Secretary/Business Administrator, School Principals, and Supervisor of Special Education for scheduled Board meetings.
19. Responsible for editing all Policies, Regulations, and By Laws for GMRSD and distributing to BOE, Superintendent, and Public via website.
20. Responsible for updating all policy books with new policies, regulations, and bylaws.
21. Performs other related duties as may be assigned by the superintendent.

**TERMS OF
EMPLOYMENT:**

Twelve month continued employment.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the board's policy and completed by Superintendent.

Revised: Dec. 17, 2019

Employee Signature