

ROSELAND SCHOOL DISTRICT

JOB DESCRIPTION

TITLE:

CONFIDENTIAL ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT

QUALIFICATIONS:

1. Three or more years' experience in high level executive support and office management.
2. Ability to demonstrate the capacity for extensive independent decision-making and handle multiple complex tasks simultaneously.
3. Ability to effectively collaborate and coordinate all communications with staff, parents, students, and other members of the school community.
4. Ability to demonstrate excellent writing, analytical and interpersonal skills.
5. Ability to create and process letters and other correspondence independently for the Superintendent.
6. Ability to exhibit initiative and good judgment.
7. Proficiency in appropriate computer applications.
8. Ability to establish and maintain working relations with the school community.
9. Ability to exhibit professionalism, confidentiality, and appropriate decorum in all situations.
10. Ability to demonstrate organizational skills and maintain accurate records.
11. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Superintendent

JOB GOALS: To insure that the Superintendent's vision and goals are implemented throughout the district.

PERFORMANCE RESPONSIBILITIES:

1. Coordinates matters pertaining to the Office of the Superintendent and ensuring the confidentiality of all information.
2. Coordinates communication of all information from the Office of the Superintendent, as needed.
3. Assists the Superintendent in responding to community, parent and staff concerns regarding the operation of the District.
4. Assists the Superintendent and Business Administrator in developing the board agendas and related items, coordinates the posting of the agenda and attachments, and communicates with board members on their availability.
5. Assists in Board Meeting set up including nameplates and agendas at Board table, public sign-in sheet and public agendas.

6. Ensures board minutes for regular, special and closed sessions, once approved, are recorded accurately in Board minute books and posted on the website.
7. Authors certified resolutions, letters of hire, and all pertinent agenda related correspondence.
8. Coordinates new/revised bylaws, policies and regulations for review by Policy Committee, make all revisions recommended by Policy Committee, adds to Board agenda for approval, and upon Board approval, submits for posting on the website.
9. Maintains bylaw, policy and regulation books with all current information.
10. Processes new hires' files while adhering fully to the district office procedures with physical/Mantoux, fingerprint process, obtaining official college transcripts, certificates, and access to Frontline and GCN.
11. Maintains personnel files with all necessary documents. Maintains archive personnel files.
12. Coordinates, with the Principal's Secretary, building use forms and obtains Board approval.
13. Assists with job advertisements and arranges for placement in newspapers and on-line websites. Receives responses, prints out resumes, responds to applicants, and distributes resumes to appropriate parties.
14. Ensures class trips are placed on Board agendas for approval.
15. Maintaining SSDS and HIB files and assisting in their submission.
16. Processing student teachers/interns including fingerprinting, obtaining a substitute certificate when necessary, submitting for Board approval.
17. Monitors Superintendent's calendar, Superintendent's conference room calendar, and aids in scheduling appointments for Superintendent.
18. Coordinates substitute teachers and aides for absences or supplemental needs, including management of Frontline and coordination with the Business Office.
19. Provides Superintendent all related correspondence and reports such as policy updates, state, county and federal reports and documentation to ensure the timely and efficient management, communication and submission of the same.
20. Assists the Superintendent in providing supporting data, research and ancillary information to the Board which enables them to fulfill their role as elected officials in an accurate and timely manner.
21. Serves as initial contact with the public and the staff on all matters relating to communication with the Office of the Superintendent.
22. Routes inquiries and correspondence to appropriate school personnel throughout the district.
23. Monitors Superintendent's calendar and appointments, including assistance of scheduling.
24. Facilitates all communication with the office of the Essex County Executive County Superintendent.
25. Coordinates functions and fosters relationships between the West Essex consortium and community organizations and the Superintendent's office.
26. Prepares and maintains correspondence and materials of public and confidential nature. Manages all Superintendent office procedures.
27. Attends meetings during and after school hours at the request of the Superintendent.
28. Assists the Superintendent in preparing reports required by the State.
29. Assist in maintenance of student management systems (Genesis, IEP Direct).
30. Assist the Supervisor of Special Service in providing supporting data, research and ancillary information.

31. Assist the Supervisor of Special Services in the coordination of the preschool program from advertising, to sending applications and receiving deposits, and respond to inquiries from parent/guardian. Sends out notices of acceptance/non-admittance to applicants.
32. Coordinate purchase orders for the Special Education Department.
33. Shall perform any other related duties as assigned by the Superintendent.

TERMS OF EMPLOYMENT:

This is a twelve month position with compensation to be negotiated with the Superintendent and approved by the Board.

EVALUATION:

The performance of this position will be evaluated annually in accordance with state law and the provisions of the Board's policy on evaluation.

APPROVED: September 27, 2012

Revised: December 21, 2017
June 21, 2018
June 23, 2022