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**TITLE:** SUPERINTENDENT'S ADMINISTRATIVE ASSISTANT (UPDATED 4/23)

**QUALIFICATIONS:**

1. High school diploma; secretarial training
2. Minimum experience in general or school office work as determined by the board
3. Knowledge of automated office equipment and excellent word processing and secretarial skills
4. Strong analytical, communication and human relations skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**REPORTS TO:** Superintendent

**SUPERVISES:** Secretarial and clerical staff assigned to the superintendent's office

**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. Supervises the activities of all other secretarial and clerical personnel assigned to the superintendent's office.
4. Supervises and assists in the preparation of all correspondence and reports emanating from the superintendent's office.
5. Maintains personnel records of all staff members.
6. Maintains a regular filing system, as well as a set of locked confidential files.
7. Processes incoming correspondence.
8. Places and receives telephone calls and records messages for the superintendent.
9. Maintains a schedule of appointments for the superintendent and makes arrangements for conferences, meetings and interviews.
10. Oversees all aspects of the hiring process; receiving applications; verifying credentials and prepares documentation for board approval.
11. Acts as a liaison between the superintendent and administrative staff in screening and routing inquiries and requests.
12. Assists the superintendent in compiling data and preparing reports required by law, administrative code and board policy.
13. Responsible for all aspects of NJ SMART as related to STAFF / SMID.
14. Responsible for record keeping of staff attendance, reconciling, ensuring accuracy of the data and

## SUPERINTENDENT'S SECRETARY (continued)

providing support as necessary to staff members as they manage their time in the system.

15. Supports the Child Care program coordinator as needed.
16. Handles billing for the Child Care program.
17. Performs other related duties as may be assigned by the superintendent.

**TERMS OF EMPLOYMENT:**

Salary and work year to be determined by the board of education

**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: Green Township BOE

Date: 6/21/17

Revised:

**LEGAL REFERENCES:**

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