

## **Oradell Public School District**

### **Job Description**

Job Title: ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT  
FTE: Full Time (1.0)  
Reports to: Superintendent  
Evaluator: Superintendent  
Salary: To Be Negotiated  
Date Approved:  
Date Revised: June 19, 2017

#### **JOB GOALS:**

- To support and assist the Superintendent in providing District-wide leadership.
- To oversee processes and paperwork related to Human Resources.

#### **JOB QUALIFICATIONS:**

1. Significant secretarial skills and experience
2. Experience in supporting senior-level administrators
3. Strong interpersonal and communication skills
4. Knowledge of school district operations a plus
5. Knowledge of Educational Human Resources a plus
6. Required criminal history check and proof of U.S. citizenship or resident alien status

#### **ESSENTIAL JOB FUNCTIONS:**

- Maintains personnel records of all certified staff and non-certificated staff, including necessary follow-through involving coursework, in-service training, transcripts, salary verification, and attendance reports
- Maintains electronic database of personnel and generates appropriate periodic reports, coordinates annual rollover, gathers data needed by Administration for state reports, district use, auditors, etc.
- Maintains and monitors integration of Aesop and Systems-3000 online absence-posting software to oversee employee attendance, track usage of, and requests for time off, and run end-of-year reports; also maintains back-up attendance records to ensure accuracy
- Maintains Personnel tabs in Systems-3000 with input from other stakeholders as appropriate (with the exception of loading financial information, e.g., benefit rates and salary guides)
- Teams with Payroll department to process payroll-related paperwork for new hires and update benefits election listings in Systems-3000
- Completes some online data submissions and uploads for various district reports on NJDOE Homeroom and for personnel reports on NJ Smart

- Assists in the hiring of new staff, receives resumes/applications; processes mandated pre-approval processes (i.e. fingerprinting/licensure, etc.), verifies credentials
- Coordinates and places vacancy notices, newspaper advertisements, and/or online postings for recruitment of personnel
- Enters new hires into Aesop
- Updates emergency communications lists annually in RealTime
- Maintains and distributes an annual staff directory and annual health assurance forms
- Creates, distributes, and files employment contracts for all staff
- Coordinates an annual “welcome back” mailing to staff (containing contracts, attendance calendars, letter from Superintendent)
- Assists the Superintendent in compiling data and preparing reports required by law, administrative code, and Board policy, including reports related to CDS, Homeroom, Paraprofessionals, School Security, and all statements of assurance)
- Coordinates and assists in the clerical preparation of district publications/handbooks/ newsletters, all publications, flyers, PTO notices, etc. Devises, reviews, and/or distributes communications to the public (parents, community, press) and edits same for Superintendent's approval
- Maintains Superintendent's petty cash ledger
- Maintains electronic database of substitute teachers and generates appropriate periodic reports. Prepares substitute teacher lists for Board approval. Works with Supervisor of Instruction regarding coordination and oversight of substitutes (maintaining validity of certificates, limiting hours worked to comply with AHA, etc.)
- Coordinates with the main office to ensure completion of teachers' and administrators' license progression (i.e., Provisional Teacher Program) with State of NJ
- Assists with the preparation of BOE agendas (personnel items and items relating to the Superintendent). Coordinates Superintendent's Board packet
- Creates weekly Google docs for Administration
- Processes purchase orders for Superintendent
- Reviews and makes recommendations for annual student calendar for Superintendent and Board approval, as well as annual holiday calendar for 12-month employees for Superintendent and Board approval
- Assists the B.A. and other Administrators with personnel information related to regular financial/district reports and legal inquiries/OPRA requests as needed (e.g., information for auditors, state reports prepared by other Administrators)
- Posts updated information to district website
- As receptionist and general secretary for the Superintendent, responsible for scheduling all meetings, and handling written and telephone communication and preparation of all correspondence and reports emanating from the Superintendent's office. Performs other related duties as may be assigned by the Superintendent

**OTHER DUTIES:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**ANNUAL EVALUATION:**

Performance of this job will be evaluated annually in accordance with NJ State law, administrative code, and the provisions of the board's policy on evaluations.

**WORK ENVIRONMENT:**

District-Wide

**PHYSICAL DEMANDS:**

Standard

**TRAVEL:**

This position requires travel on occasion to school locations and/or department locations.

**TERMS OF EMPLOYMENT:**

Salary to be determined by the Board of Education  
This is a 12-month, full-time position.

**EEO STATEMENT:**

Oradell Public School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Oradell Public School complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

**SIGNATURE:**

This job description has been approved by all levels of management and the Oradell Board of Education:

Superintendent: \_\_\_\_\_

Date: \_\_\_\_\_

**LEGAL REFERENCES:**

N.J.S.A. 18A:6-7.1 through -7.5 Criminal History Record

N.J.S.A. 18A:16-1 Officers and employees in general

N.J.S.A. 18A:16-2 Physical examinations; requirements

N.J.S.A. 6:3-4A Requirements of physical examinations

Immigration Reform and Control Act of 1986, 8 U.S.C. A. 1100 et seq.