

TITLE: CONFIDENTIAL SECRETARY TO THE SUPERINTENDENT

QUALIFICATIONS:

1. Bachelors Degree from an accredited college/university preferred
2. Minimum of three years administrative assistant/secretarial experience in a school setting
3. Track record of successful project management
4. Good working knowledge of all policies and procedures established throughout the District
5. Strong skill set in stakeholder relations, communications, problem solving and organization
6. Such alternatives to the above that the Board of Education finds to be appropriate and acceptable

REPORTS TO: Superintendent of Schools

SUPERVISES: N/A

JOB GOAL: To provide strong administrative support to the Superintendent of Schools and the Board of Education by performing essential job-related responsibilities as outlined below

PERFORMANCE RESPONSIBILITIES:

- 1. Assist Superintendent of Schools and Board of Education**
 - a. Anticipates Superintendent's workload and takes initiative to complete as much organizational detail of office as possible;
 - b. Drafts correspondence, memos and other related materials for Superintendent in accordance with established policies and procedures of the office or special instructions of the Superintendent;
 - c. Acts as liaison between Superintendent and Administrative Team on all aspects of educational program;
 - d. Opens and routes the daily mail and handles requests within jurisdiction;
 - e. Handles various administrative duties related to the Board/Board meetings, including but not limited to drafting, preparing and distributing of bi-monthly board meeting agendas; Posting agendas on Schoolboard.net
 - f. Member of Board Policy Committee; assist Policy Chair in establishing and drafting appropriate agendas and updating board policies;
 - g. Plan and organize for any policy revisions with NJ School Boards Association and coordinate update of online policy manual;
 - h. Additional responsibilities as appropriate/assigned by Superintendent/Board members, etc.
- 2. Personnel Administration**
 - a. Work with Superintendent, Principals and Administrators on all aspects of the Hiring process, including posting of all job openings, creation of appropriate hiring packets, and processing/intake of all new employees;
 - b. Enter all new hires into Systems3000, District's personnel package and maintain/update records as appropriate
 - c. Establish protocols for appropriate background checks, including Criminal History and "Pass the Trash";
 - d. Assist in establishing the mentoring program requirements for all

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new teachers, including processing new hires into the PRLMS system and helping coordinate new teacher orientation;

- e. Manage all aspects of the District's absence management system – AESOP; including entering all new hires, including substitutes
- f. Manage the recruitment and selection process for Substitute Teachers, including processing potential substitutes
- g. Establish and maintain Employee Personnel Filing System
- h. Assist with the development and implementation of the District's Multi-Year Comprehensive Equity Plan;
- i. Create and maintain the Staff/Faculty Handbook; and
- j. Review all student teaching and practicum requests and ensure appropriate placements.

3. School and Community Relations

- a. Act as liaison between schools, departments, programs, parents, other members of the public and outside agencies;
- b. Coordinate the approval and distribution of all districted-related E-blasts as well as E-blasts on behalf of partner organizations (i.e., Franklin Lakes Education Foundation, PTAs, Borough, RIH);
- c. Assist in handling of email and telephone requests with parents, residents and others in regard to district procedures, help resolve routine matters based on general knowledge of District policies and procedures;
- d. Assist in development and coordination of new student registration;
- e. Update/maintain District, Human Resources, Superintendent and Board of Education webpages as appropriate;
- f. Participate in relevant administrative and board committee meetings;
- g. Maintain/update District calendar and Superintendent's calendar;

4. Professional Development

- a. Continue own professional growth and development through attendance at relevant meetings, workshops and conferences;
- b. Assist in coordination of district professional development for administrative assistants, as needed;
- c. Act as resource/liaison to Superintendent for district employees.

5. Other

- a. Coordinate data to support and report on school and district-related reports, including Student Safety Data System, Civil Rights reporting and other education-related required state reports;
- b. Perform other related duties as may be assigned by the Superintendent;
- c. Acts as a positive public and human relations source;
- d. Perform special projects as directed.

**TERMS OF
EMPLOYMENT:**

Twelve-month position; salary to be determined by the Board of Education

EVALUATION:

Performance of this job will be evaluated annually in accordance with statute and Board policy.