

**FLEMINGTON-RARITAN BOARD OF EDUCATION
JOB DESCRIPTION**

**EXECUTIVE ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT
-CONFIDENTIAL**

QUALIFICATIONS:

Minimum:

1. B.A. or B.S. with concentration in writing or four years secretarial job experience.
2. Excellent communication skills.
3. Computer expertise and independence in applying programs such as:
Microsoft Word/Excel/Outlook/PowerPoint/Publisher, Photoshop, Inspiration, Strauss Esmay/Elan Online, Frontline, Systems 3000, Schoolwires/Blackboard, My Learning Plan, SchoolMessenger, Genesis, Google Drive (Docs/Sheets/Slides), social media platforms, various web sites and apps for event scheduling.
4. Ability to maintain confidentiality and professionalism in interacting with staff, public, parents and Board Members.
5. Criminal history background check and proof of U.S. citizenship or legal resident alien status and a complete physical examination.

REPORTS TO: Superintendent

JOB GOAL: To oversee and coordinate the activities of the Personnel Department and the district's communication functions; to perform duties assigned by the Superintendent in a responsible and confidential manner so that the Superintendent's office can more efficiently serve students, staff, Board Members, and citizens of the district. Through a pleasant manner, efficient organization, and a willingness to serve; the assistant shall be a valuable member of the Central Office who should make favorable impressions upon those with whom this assistant comes in contact.

PERFORMANCE RESPONSIBILITIES:

1. **Continuous:**

- Maintain the Superintendent's calendar.
- Greet visitors at the door and assist with office coverage when needed.
- Efficiently and tactfully resolve phone complaints, parent requests, early entrance, etc.
- Process Superintendent's correspondence: to include sorting of mail; obtaining signatures; editing and/or composing general responses; drafting letters of commendation/acknowledgement, invitations and thank you notes; editing the Superintendent's monthly newsletters for parents and staff.
- Add, revise and maintain Board Policies and Regulations and update online manual.
- Maintain budget accounts and resulting purchase orders.
- Coordinate supplies and reservations for presentations and meetings such as negotiations, administrators' staff development in-services, Superintendent's travel and trainings, interview and ad hoc committees, etc.
- Process community flyers including application to district web site/Virtual Backpack.
- Complete Superintendent's legal log.
- Maintain district website and social media pages.
- Maintain district List Serve; draft weekly messages for internal and external audiences.
- Implement district's emergency messaging system.

- Update job descriptions and post online.
- Assist the Superintendent by serving as spokesperson under the direction and supervision of the Superintendent.
- Direct activities of and/or serve on district committees when appropriate, as assigned.
- Offers research and writing support to the Superintendent, administration and Board of Education.
- Plan and coordinate special events (i.e. dedications, tours, fundraisers, community days, parent nights, community forums, Superintendent's Student Lunch Bunches, Superintendent's Roundtable Discussions, district meetings with realtors and preschool directors, Superintendent Rides the Bus program, Superintendent Walks-to-School program, etc.)
- Attend district meetings of the Board of Education, Board committees, FREA/SHARE meetings, Joint PTO, Personnel Department, administrative cabinet/council and advisory groups, as appropriate and when directed, and follow up with subsequent issues/needs from each.
- Assist in the supervision of the Personnel Department as directed by the Superintendent, including hiring, evaluation and termination procedures.

2. **Bi-Monthly or Monthly:**

- Issue personnel RICE notices to staff prior to Board of Education/Executive Session meetings, as needed.
- Track and process HIB forms, including obtaining signatures and Board approvals and issuing parent/guardian letters.
- Compile suspension reports and bi-monthly Board Agenda items, with resulting resolutions.
- Revise board agenda in consultation with administrators prior to printing/posting.
- Process Superintendent's expense sheet and resulting purchase orders.
- Process and distribute BOE Special Education Committee, BOE Personnel Committee and BOE Policy Committee agendas/minutes; post all BOE committee minutes online.
- Track district-wide security/fire drills including Board approvals as well as reports to the County Superintendent.
- Produce HR Briefings, an internal publication for staff on behalf of the Personnel Department.

3. **Yearly:**

- Organize multiple and complex meetings for the Superintendent's calendar.
- Post manuals online, including District Crisis, Crisis Communication, Traumatic Loss, Rapid Response, and Teacher Communication Manuals.
- Coordinate Teacher of the Year programs, including the Governor's Educators of the Year Recognition.
- Update Public Emergency forms for County Health Department.
- Design and coordinate staff recognition/appreciation projects such as awards, plaques, tenure certificates, student art teacher appreciation postcards, etc.; arrange recognitions/receptions at Board of Education meetings for students and staff.
- Draft, compile and update budget accounts.
- Draft Student and Secretarial Calendars.
- Inventory supplies for Superintendent's Office.
- Maintain administrative summer vacation schedules.
- Compile, coordinate and distribute summer staff information, i.e. Code of Conduct booklet, Parent Portal/Homeroom Packet forms, welcome back staff letters, updated phone lists, etc.
- Compile online calendars and annual district calendar/handbook.
- Update the district's Organizational Chart.
- Disseminate information for annual preschool programs and Kindergarten Registration.
- Assist with the completion of NJQSAC requirements, strategic plan action items and other state or district reports, as directed.

- Assist the Personnel Department with tasks/responsibilities, as needed (i.e. annual Substitute Fair, annual contract renewals, etc.).

4. Performs any other duties or responsibilities designated by the Superintendent.

TERMS OF

EMPLOYMENT: Salary for a twelve-month work year.

EVALUATION: Performance to be evaluated annually by the Superintendent

Approved: December 16, 2002

Revised: June 9, 2008

June 28, 2010

October 3, 2011

November 21, 2011

September 21, 2015

May 28, 2019