

FLEMINGTON-RARITAN REGIONAL SCHOOLS

JOB DESCRIPTION

TITLE: Preschool Administrative Assistant

This position fulfills the administrative assistant role relevant to the District's Preschool Expansion Award (PEA). Funding is sourced through the award in order to collaborate with all relevant preschool instructional staff, administrators, and support personnel to support the school district family services program and clerical tasks such as central registration for preschool sites.

QUALIFICATIONS:

1. Two years post-secondary training or two years secretary job experience;
2. Experience as a secretary or training in the secretary field;
3. Telephone Experience/Etiquette;
4. Strong editing skills;
5. Use written and oral English correctly; bilingual expertise is a plus;
6. Exhibit a positive attitude toward children, parents, staff and visitors;
7. Exhibit confidentiality and display ethical discretion, tact, self-control, professional pride and a positive attitude;
8. Being dependable, prompt, courteous and accurate in assuming and carrying out multiple responsibilities simultaneously;
9. Work cooperatively with administration, teaching staff and the community;
10. Develop and maintain good relationships with parents and community;
11. Willingness to stay abreast of new knowledge, office practice and technology;
12. Dress appropriately for the job; and
13. Criminal history background check and proof of U.S. citizenship or legal resident alien status and a complete physical examination.

REPORTS TO: The Director of Pupil Personnel Services

JOB GOAL: It is the responsibility of the Preschool Administrative Assistant to execute responsibilities relevant to preschool expansion and preschool central registration.

PERFORMANCE RESPONSIBILITIES:

1. Fulfill all preschool expansion responsibilities, with coordination of central preschool registration;
2. Schedule appointments, meetings, conferences and community outreach events;
3. Assist with the coordination of transportation services for preschool students as a component of preschool enrollment;
4. Serve as the liaison to all sites for updates relevant to central office documentation and communications (i.e. points of contact at each site, class lists, School Messenger, personnel and families);
5. Record-keep safety and security drills at community locations;
6. Assists with the process for preschool purchasing and material distribution;
7. Technology savvy (experience with Google Suite, student information systems, and website development preferred);
8. Professionalism is communication skills both orally and written;
9. Use written and oral English correctly; bilingual expertise a plus;
10. Exhibit a positive attitude toward children, parents, staff and visitors;
11. Maintain confidentiality and display ethical discretion, tact, self-control, professional pride and a positive attitude;
12. Dependable, prompt, courteous and accurate in assuming and carrying out multiple responsibilities simultaneously;
13. Work cooperatively with administration, teaching staff, and the community;
14. Develop and maintain good relationships with parents and the community;
15. Willingness to stay abreast of new knowledge, office practice, and technology;
16. Maintain confidentiality of information, records and files; and
17. Any other tasks assigned by the immediate supervisor.

TERMS OF

EMPLOYMENT: Salary for a twelve-month work year subject to negotiations between the FREA and the Board of Education.

EVALUATION: Performance of this job will be evaluated annually in accordance with the Board's policy on evaluation.

APPROVED BY: Board of Education **DATE:** 1/18/24

REVISED: 9/12/24