

GREEN TOWNSHIP SCHOOL DISTRICT
JOB DESCRIPTION E-14

TITLE: ADMINISTRATIVE ASSISTANT TO THE PRINCIPAL / CHILD STUDY TEAM SECRETARY

QUALIFICATIONS:

1. High school diploma or equivalent training
2. Minimum experience as determined by the board
3. Good word processing skills, including a working knowledge of specialized vocabulary used by the child study team.
4. Knowledge of automated office equipment and efficient office procedures. Proficiency in technology used by the district and ability to learn new software applications, as needed.
5. Knowledge of district rules and procedures such as attendance rules.
6. Strong interpersonal skills, including good telephone skills and ability to communicate effectively.
7. Ability to maintain confidentiality in all situations and interactions.
8. Required criminal history background check and proof of U.S. citizenship or resident alien status
9. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

REPORTS TO: Building Principal

JOB GOAL: Perform challenging secretarial and clerical duties pertaining to special education services entailing a high degree of responsibility, discretion and confidentiality, using independent judgment, in addition to routine work necessary for the smooth and efficient operation of the child study team.

PERFORMANCE RESPONSIBILITIES:

Assist the principal daily in all functions of the main office.
Schedule Meetings/ Substitute interviews as needed
Assist staff members daily
Liaison with custodial crew when any staff members need assistance
Coordinate dismissal of students at the end of the school day
Maintain/Update Emergency Book in Backpack (Yearly-update as needed throughout the year)
Assist updating website - Change outside school sign (Monthly)
Main Office Secretary backup (all functions)
Assist BOE Office as needed

Realtime Student Information System Administrator

1. Add New Staff/Inactivate staff
2. Registration/Transfer students in/out of the district
3. NJSMART Submissions (Maintaining data for all submissions)
4. Create Attendance calendar (May need updated throughout the year)
5. Create Marking Period Date calendar (May need updated with school closures)
6. Update/Maintain Master schedule courses
7. Scheduling - Input all teacher schedules
8. Input discipline report for students
9. Prepare monthly discipline report for Superintendent
10. Set up Parent/Teacher Conferences Fall/Spring - Alert families as to when conference registration begins and ends
11. Prepare instant alert messages as needed
12. Maintain parent/student portals (Updates required yearly)
13. Assist the nurse with attendance student records
14. Create attendance letters if necessary
15. Creating student/staff reports as necessary
16. School Register report - goes to the BOE office after the last day of school
17. Complete Rollover process (the process is done yearly. March-June
This is necessary to start each school year for July 1st)

NJSMART Submission State Reporting

SID Management Submission (Snapshot deadlines October & June every year)
Updating all student SID management requirements throughout the entire school year. Multiple file uploads are required.

State Assessment Submission - Assigning all staff/students testing grades 3-8 to the appropriate tests and testing administrator. This process is done with the testing coordinator

Staff/Student Course Submission (practice session is always spring/ Official submission is due by early August) This submission associates teachers/subject matter to their specific students

EOY Submission (Official submission due first week of August) Make sure all 8th grade graduates are now inactive before submitting. The inactivation of 8th grade graduates is a separate submission.

Child Study Team Support

Work with CST Coordinator to:

Schedule coverage for CST meetings.

Send Monthly homeless report to the State liaison

Enter Master Special Education Teacher Schedule/Enter in Realtime

Enter Master paraprofessional schedule

Create Individual paraprofessional schedules

Create sub folders for paraprofessionals including: Para schedules, Lunch Duty/AM/PM additional duties schedules, Period schedules

Communications – Receives and routes incoming calls and correspondence.

Personally handles calls involving confidential or sensitive topics. Screens calls and inquiries that involve sensitive topics. Accommodates the caller's concerns without referring callers unnecessarily to the administrator. Assists with daily calls concerning parental and/or student concerns. Maintains phone answering services and intercom communications.

Files, Database, Scheduling And Operations Data – Provides receptionist duties as needed and maintains sign in/sign out sheets and the daily appointment schedule for the child study team. Assists, logs in, and directs visitors to the schools. Assists with the scheduling of appointments and meetings in a manner that protects confidentiality of visitors and applicants. Maintains confidentiality of records and information. Maintains a well-organized up-to-date filing system. Maintains highly confidential records, files and sensitive correspondence, ensuring that the material is properly marked, secured and accessible for immediate use by administrators. Uses the IEP tracker software, budget software, purchase order software, and other software purchased by the district. Maintains and accesses daily enrollment information in the form of registers, daily attendance sheets, disciplinary letters, add/drop data for students.

Meetings – Assists with the arrangement of meetings, prepares agendas, takes clear notes and handles follow up activities as necessary. Makes sure the administrator has any necessary back-up materials needed. Prepares minutes when assigned.

Reports – Assists the superintendent in compiling data and preparing reports required by law, administrative code and board policy. Maintains the confidentiality of source data and confidential records that are summarized and assembled into the final report.

Office Functions – Performs usual office routines, plus assembles confidential material according to instructions, prepares summaries of confidential documents, and maintains confidential files. Types correspondence, notices and reports, and verifies the accuracy of the work done. Operates all business machines necessary to complete reports and clerical work required in the operation of the office. Types IEPs. Prepares letters, memos, charts, schedules, forms, agendas, ASSA Report, NJSMART data entries, End-of-year Report, IDEA Application and various instructions and maintenance records on computer or disks.

Functions Efficiently As Part Of A Team – prepares and edits letters, memos and reports from learning consultants, speech/language therapists, occupational therapists, physical therapists, social workers and psychologists. Distributes mail to members of the child study team (CST). Prepares duplicates and copies of materials for the efficient

functioning of the CST. Relates congenially with child study team co-workers, other district staff, parents and students, some of whom may be under stress. Relates agreeably and effectively with county office staff. On a daily basis, handles all paperwork from the county office of Special Education such as exceptions, approvals for placements, etc.

Guidance Counselor Support

Organize all 8th grade applications for students not attending NHS
Complete the applications with all required documents requested

(Usually includes transcripts, current report card, testing documents, attendance/discipline records. Copy all information and mail to appropriate school)

Organize all 8th grade student files for high school transfer. Print transcripts/record cards to include before transfer. Drive all NHS files to their guidance department. Drive or mail to other High School students will be attending. (ie Sussex Tech/Pope John)

Honor Roll Reports/Awards

Run Honor Roll reports each Marking Period (Realtime)
Create Honor roll certificates for students grades 3-8 all Marking Periods
Maintain honor roll reports for office file
Send honor roll list to local newspapers

8th grade advisor assistance

Assist with the development of the promotion program for 8th grade ceremony and make copies as needed
Coordinate 8th grade award lists
Create proofs of academic/special awards to send to Roxbury Engraving for the plaques. Get approval for plaques with principal/purchasing to create a Purchase Order
Order plaques (Usually takes a week to 10 days) Coordinate a p/u time & drive to get them or have them shipped if possible.

Other – performs other related specialized and confidential assignments as required, including other tasks related to the efficient operation of the office as assigned.

TERMS OF

EMPLOYMENT: Salary and work year to be determined by the board.

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: 11/15/23

Revised:

LEGAL REFERENCES:

N.J.S.A. 18A:6-7.1 Criminal history record

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

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

N.J.S.A. 18A:17-2 Tenure of secretarial and clerical employees

N.J.A.C. 6A:32-6 School employee physical examinations

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

