

Glassboro School District
Job Description

- TITLE:** Administrative Assistant to the Superintendent
- QUALIFICATIONS:**
1. High School Diploma; secretarial training
 2. Minimum experience in general or school office work as determined by the board
 3. Knowledge of automated office equipment and excellent word processing and secretarial skills
 4. Strong analytical, communication and human relations skills
- REPORTS TO:** Superintendent
- SCOPE:** To serve as the Superintendent's Confidential Secretary; supervise all administrative secretarial duties in the Superintendent's office, and coordinate school level and districtwide administrative activities
- POSITION GOALS:**
1. Supervise and coordinate the efficient workflow of the school system relative to the responsibilities of the Superintendent
 2. Perform all secretarial and confidential work as assigned by the Superintendent
 3. Supervise and assist in the preparation of all correspondence and reports emanating from the Superintendent's office
 4. Maintain personnel records of all staff members
 5. Maintain a regular filing system, as well as a set of locked confidential files, and process incoming correspondence
 6. Place and receive parent, staff, community telephone calls and record messages for the Superintendent attempting to initially resolve issues and/or directing calls to the appropriate department
 7. Maintain a schedule of appointments for the Superintendent and make arrangements for conferences, meetings and interview
 8. Act as a liaison between the Superintendent and administrative staff in screening and routing inquiries and requests
 9. Assist the Superintendent in preparing reports required by law, administrative code and board policy
 10. Perform other related duties as may be assigned by the Superintendent
 11. Liaison as training resource, assisting and addressing concerns in all areas of the Central Office

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12. Advertise Board of Education Meetings. Attend Planning Meetings for completion of monthly BOE agenda. Complete monthly agenda and copy to schoolboards.net for board member/public review. Make agenda public within 48 hours of scheduled meeting

13. Maintain monthly/year-end HIB, Suspension, and Security Drill Reports

14. Create/maintain yearly school calendar.

15. Schedule pre-conferences, observations, and post-conferences for Superintendent and complete in Frontline

16. Approve newly created requisitions in TalentEd and track status of applicants

(Duties from Human Resources Generalist)

17. Enter approved personnel agenda items in Systems 3000 after BOE meeting

18. Generate, distribute and file District Employment Contracts on a timely basis

19. Maintain/Update Personnel component in Systems 3000 (UPC-Position Control Roster, Salary Tables, Job Title/Salary Reports, Personnel Salary vs Budget Appropriations Report)

20. Maintain Systems 3000 in all areas pertaining to district negotiations agreements (GEA, GESPA, GPSA)

21. Assist with Systems 3000 End-of-Year Rollover

22. Perform year-end record retention task of personnel files for resignations, retirements, terminations

(Duties from Staff & Student Services System/Database Tasks)

23. Create UPC-Position Control codes in Systems 3000

24. Compile reports from Systems 3000 for district, county, state reporting

25. NJ Smart SMID export & state identification numbers

26. Maintain School Messenger staff contact (email/phone)

27. CRDC (Civil Rights Data Collection) staff discipline of students & suspension rates by demographics

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**TERMS OF
EMPLOYMENT:**

Twelve month year. Salary and work year to be established by the Board of Education.