

# **EAST RUTHERFORD BOARD OF EDUCATION**

## **Job Description**

**TITLE: CONFIDENTIAL ADMINISTRATIVE ASSISTANT TO ASSISTANT SUPERINTENDENT OF CURRICULUM, INSTRUCTION & STUDENT SERVICES**

**REPORTS TO:** Assistant Superintendent of Curriculum, Instruction & Student Services

**NATURE AND SCOPE OF JOB:**

Performs confidential secretarial and clerical responsibilities necessary for an efficient and effective office that assists child study team members and the Assistant Superintendent of Curriculum, Instruction & Student Services in the performance of their responsibilities.

**QUALIFICATIONS:**

**The Confidential Administrative Assistant Shall:**

1. Possess a High School diploma
2. Have a minimum of two years of successful experience in a related secretarial or office position, or be a graduate of a recognized program of secretarial studies.
3. Demonstrate excellent secretarial skills, including at least 50 words per minute at the keyboard with a minimum of errors, general Microsoft and Google Suite skills, organizational and filing skills, and the ability to use electronic equipment for word processing, data management, information retrieval, visual presentations, and telecommunications.
4. Hold a valid driver's license with no serious violations.
5. Demonstrates proven skills in interpersonal relations, organization, and communication.
6. Be proficient in the use of Microsoft Office or an equivalent computer program.
6. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
7. Demonstrate appropriate telephone etiquette, with proper voice inflection.

8. Demonstrate the ability to maintain confidentiality.
9. Have excellent integrity and demonstrate good moral character and initiative.
10. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community, including difficult and emotional situations.
11. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
12. Successfully completes requires criminal history check and proof of U.S. citizenship or legal resident status.

**JOB GOAL:** To ensure the efficient operation of the Child Study Team Offices and assist the staff in the successful day-to-day operations of the Child Study Team and the special education program as a whole.

**VERIFICATION OF COMPETENCY:**

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors, or other professional sources.
4. Employment interview.

**PERFORMANCE DUTIES:**

1. Hold as confidential, all aspects of the job designated confidential by the Assistant Superintendent of Curriculum, Instruction and Student Services.
2. Protect the confidentiality of records and information about students and staff, and use discretion when sharing any such information within legal confines.
3. Direct incoming phone calls and returning calls for CST members and the Assistant Superintendent of Curriculum and Instruction as is necessary.
4. Coordinate meetings, including annual reviews for special education students with CST and parents throughout the year as required by NJ

Special Education Code; involves parent and teacher notification of meetings, arranging substitute coverage for teachers, and providing a schedule for substitute teachers. Also must be mindful of teacher preps, lunch times, and part-time CST member schedules.

5. Maintain a CST testing log to assure all evaluations are completed in accordance with NJ Special Education Code timelines
6. Proofread all evaluation documents before sending them to parents.
7. Send parent notifications of meetings, testing, and evaluation results.
8. Send school publications/notices to parents of out-of-district students as per NJ Special Education Code.
9. Maintain all CST student records/files in accordance with state guidelines.
10. Maintain an accurate list of all special education students and provide this information to the Assistant Superintendent of Curriculum, Instruction and Student Service.
11. Communicate with out-of-district CST offices; request/forward CST records when a student transfers in/out of the district.
12. Display ethical and professional behavior in working with everyone who communicates with or is associated with the office and other departments within the District.
13. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, accepting responsibility, and an effective work ethic.
14. Order supplies for the CST members, CST, and Curriculum offices.
15. Oversee the SEMI program by updating the monthly list of eligible students and filing the required paperwork on a monthly basis.
16. Oversee the collection of Basic Skills Paperwork and file on a monthly basis.
17. Track 504 plans implementation and renewal dates and follow up with relevant parties to ensure on-time submittal to the Assistant Superintendent of Curriculum, Instruction and Student Services for review.

18. Track IEP due dates to ensure that the team remains in compliance with meeting annual timelines and to ensure that teachers are in compliance with reporting on goals and objectives within the students' IEPs per marking period.
19. Prepare and submit all relevant documents needed to complete the annual Extra-Ordinary Aide Application to the Assistant Superintendent of Curriculum, Instruction and Student Services.
20. Complete reports such as the DRTRS for the Special Education Department.
21. Oversee the mailing of mandatory and pertinent annual communication to Special Education & Title I parents.
22. Send out non-public mailings annually.
23. Prepare folders, sign-in sheets, and copies of handouts for various meetings. For example, Monthly CST Meetings.
24. Complete purchase orders for CST, Title I, and other programs and needs as applicable.
25. Collaborate with the Assistant Superintendent of Curriculum, Instruction and Student Services to coordinate the Extended School Year program and services.
26. Work with other departments to coordinate extraordinary and related services for special education students. For example, transportation, translation services, etc.
27. Assist the Assistant Superintendent of Curriculum, Instruction and Student Services in the preparation of curriculum reports and documents by gathering and organizing data, performing research, creating graphics and displays, using word processing and data management, creating an attractive presentation, copying, collating, and transmitting or distributing final products.
28. Create forms, and compile and organize data and information necessary for the efficient operation of the office, the completion of required District

and State data collections, and the completion of the administrator's responsibilities.

29. Recommend to the Assistant Superintendent of Curriculum, Instruction and Student Services improvements needed in-office procedures or operations.
30. Assist in other duties associated with Curriculum, Instruction and Student Services designated by the Superintendent.

**TERMS OF EMPLOYMENT:** 12 Months.

**EVALUATION:** Performance of the job will be evaluated annually in accordance with the provisions of the board's policies for personnel evaluation.