

**MONTAGUE TOWNSHIP SCHOOL
ADMINISTRATIVE ASSISTANT TO THE DISTRICT OFFICE
CONFIDENTIAL EMPLOYEE**

QUALIFICATIONS:

- High School diploma.
- Proficient computer skills: Windows 10, Microsoft Office Suite and Google Suite programs
- Proficiency in all secretarial skill areas including typing, filing and communication skills.
- Understanding of budget preparation
- Experience with transportation and bus routes
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: School Business Administrator/CSA

JOB GOAL: Under the direction of the CSA/School Business Administrator- promote and ensure the efficient operation of the Business Office, Central Office, Student Enrollment, Child Study Team clerical support, and Transportation to ensure compliance of all applicable statutes and laws governing the Montague Township School in its effort to provide a thorough and efficient education of all students.

PERFORMANCE RESPONSIBILITIES:

1. Assists in the preparation of confidential materials that are to be delivered to the Board of Education.
2. Assists the School Business Administrator with the development and monitoring of school transportation routes and daily bus lists to ensure the safety of all students.
3. Provides clerical support to Montague Township Child Study Team
4. Completes and maintains student enrollment documentation to ensure accurate accounting of students.
5. Cross-references enrollment documentation with transportation routes for the purpose of ensuring all students have transportation, Aide in Lieu or Parent Contracts for each school year.
6. Maintain all files needed for the annual DRTRS report.
7. Maintains strict confidentiality and high level of professionalism in all duties and functions performed.
8. Shares the responsibility for answering phones during regular business hours.
9. Assists the public and welcomes visitors to the Montague Township School
10. Deals with the public and staff in an efficient and positive manner.
11. Assists other staff members with their duties whenever required, including but not limited to, absences and to equalize workloads at peak periods.
12. Performs such other duties as may be assigned by the School Business Administrator and CSA

NUTRITION PROGRAM

PERFORMANCE RESPONSIBILITIES:

1. Assist in tasks associated with the preparation of weekly lunch order forms and monthly lunch menus and weekly meal counts including, but not limited to monthly ordering and meal count process.
2. Assist in conducting monthly meal accountability on-site review to verify:
 - Meal count taken at point of service
 - Correct procedures used to record meals at the point of service accurately identifying the number of free, reduced price and paid meals
 - Verify that all meals distributed contain the required food items and complete monthly submission with the School Business Administrator to the Department of Agriculture. This includes preparation of reimbursement vouchers for all student breakfasts and lunches. The reporting includes free, reduced and paid meals.
3. Assist in preparation of year-end commodity inventories for the Department of Agriculture auditor.

TRANSPORTATION COORDINATOR

PERFORMANCE RESPONSIBILITIES:

1. Assumes responsibility for the safe and efficient operation of the school transportation program.
2. Ensures compliance with all laws, regulations and Board policy related to school transportation.
3. Prepares all bus routes; determines bus stops, pick up times and ensures compliance with bus capacity limitations.
4. Develops and administers a contractual transportation program to meet all the requirements of the daily instructional program, extracurricular activities and field trips.
5. Arranges for the transportation of Special Education pupils as determined by the Individualized Education Program (IEP).
6. Maintains all essential transportation records to include B6T forms and preparation of B8T to be sent out bi-annually. Handle all aspects of Aid in Lieu requests and provide Bookkeeper/Administrative Assistant with information necessary to process payments.
7. Coordinates with contractors to obtain and maintain necessary information on buses, licensing, inspection and licensed drivers.
8. Assists in the preparation and administration of the transportation budget.
9. Coordinates with the Chief School Administrator's Office on any issues regarding student transportation/bus stop lists, etc.
10. Coordinates the transportation of residents attending non-public schools with bus service provider.

11. Handles inquiries from parents or interested citizens concerning pupil transportation.
12. Prepares daily bus lists for homeroom teachers for dismissal and after school extracurricular activities.
13. Oversees parent pick-up dismissal and ensures that everyone is accounted for before resuming other responsibilities.
14. Maintains and processes all records and forms pertaining to accidents or incidents (including bus driver complaints).
15. Coordinates with the Chief School Administrator to make arrangements for bus emergency evacuation drills at all schools. Conducts drills as required by law.
16. Maintains district records for transportation as are required by Board policy or law.
17. Reviews bus routes and stops to ascertain any change in conditions that would affect the transportation of pupils.
18. Assists Business Administrator in completion of all reports required by State Department of Education.

TERMS OF EMPLOYMENT: Twelve month year.
Contract terms and compensation terms to be determined by the Board of Education

EVALUATION: Performance of this job will be evaluated annually by Business Administrator and/or Chief School Administrator in accordance with state law and provisions of the Boards policy on evaluation of non-certificated staff.

APPROVED BY: MONTAGUE TOWNSHIP BOARD OF EDUCATION

Date

LEGAL REFERENCES:

N.J.S.A. 18A: 6-7.1 Criminal history record
N.J.S.A. 18A: 16-1 Officers and employees
N.J.S.A. 18A: 16-2 Physical examination
N.J.A.C. 18A: 17-2 Tenure of secretarial and clerical employees
N.J.A.C. 6:29- 7.4 Requirements of physical examination
Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq