

**ADMINISTRATIVE ASSISTANT TO THE CHIEF SCHOOL  
ADMINISTRATOR/PRINCIPAL CONFIDENTIAL EMPLOYEE**

**REPORTS TO:** CHIEF SCHOOL ADMINISTRATOR/PRINCIPAL

**TERMS OF**

**EMPLOYMENT:** 12 MONTHS

**PERFORMANCE RESPONSIBILITIES:**

1. Supervises and coordinates the efficient workflow of the school system relative to the responsibilities of the Chief School Administrator/Principal and the activities of all other secretarial and clerical personnel assigned to the Chief School Administrator/Principal's office CSA
2. Performs all secretarial and confidential work as assigned by the Chief School Administrator/Principal
3. Maintains effective filing system to include confidential records such as personnel records of all certified staff, as well as a set of locked confidential files and processes incoming correspondence
4. Supervises and assists in the preparation of all correspondence and reports emanating from the Chief School Administrator/Principal's Office
5. Oversees receipt of general mail, screens and distributes to Board of Education employees and staff
6. Maintains updated job descriptions as per actions of the Board of Education and Chief School Administrator
7. Assists the School Business Administrator in preparing packets containing confidential material that are delivered for the Board of Education members
8. Responsible for updates of bylaws, policies, and regulations as recommended and according to the needs of the Chief School Administrator/Principal and Board of Education; copies and disseminates
9. Places and receives telephone calls and records messages for the Chief School Administrator/Principal
10. Schedules appointments for the Chief School Administrator/Principal and makes arrangements for conferences, meetings and interviews, etc.
11. Acts as liaison between the Chief School Administrator/Principal and administrative staff in screening and routing inquiries and requests

12. Assists the Chief School Administrator/Principal in preparing reports as required by law, administrative code, and Board policy
13. Assists in compiling information for weekly Board of Education packets
14. Handles secretarial duties in regards to negotiations relevant to Montague Education Association
15. Performs other related duties that may be assigned by the Chief School Administrator/Principal
16. Handles required documents for new hires. This consists of teacher certification, licensing, “pass the trash,” criminal history background check, fingerprinting, assisting in the scheduling of physicals
17. NJSMART management and submissions for staff (SMID reporting)

**CST SECRETARY PERFORMANCE RESPONSIBILITIES:**

1. Places, receives and routes telephone calls and correspondence.
2. Performs usual office routines.
3. Types correspondence, IEP notices and reports.
4. Maintains a well organized central file, as well as a confidential student file.
5. Operates all business machines necessary to complete tasks required in operation of the Child Study Team office.
6. Maintains confidentiality as required and appropriate.
7. Maintains a schedule of appointments for the Child Study Team members and makes arrangements for conferences, meetings and interviews.
8. Performs other related duties as assigned by the Chief School Administrator.
9. Maintains and keeps current IEP’s for district students.
10. Assists with completion of state and federal reports as assigned by CSA.
11. Schedules IEP meetings under the direction of the Chief School Administrator and/or the Director CST.
12. Requests classroom coverage from CSA’s office for IEP meetings.

EVALUATION: Performance of this job will be evaluated annually by the Chief School Administrator/Principal

APPROVED BY: MONTAGUE TOWNSHIP BOARD OF EDUCATION

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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.

Rev.8/2017