

**RUMSON-FAIR HAVEN REGIONAL HIGH SCHOOL DISTRICT  
JOB DESCRIPTION MANUAL**

**OFFICE SERVICES PERSONNEL**

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**CONFIDENTIAL ADMINISTRATIVE ASSISTANT TO THE  
SUPERINTENDENT OF SCHOOLS**

**QUALIFICATIONS:**

1. High School diploma required.
2. Post-high school professional training required.
3. Minimum five years of experience as a secretary or in a similar position.
4. Strong organizational, analytical, communications and human relations skills.
5. Strong dictation and transcription skills.
6. Proficiency in the use of computer system and word processing software.
7. Able to maintain confidentiality as required and appropriate.
  
8. Required onboarding prerequisites including, but not limited to, successfully completing required criminal history background check; proof of U.S. citizenship or legal resident alien status; and current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

**REPORTS TO:** Superintendent of School

**RESPONSIBILITIES:** To serve as the Superintendent's confidential secretary and ensure the smooth and efficient operation of the Superintendent's Office so that the Superintendent may devote maximum attention to the educational administration of the school district.

**Work Performance**

- a. Performs all secretarial and confidential work as assigned by the Superintendent
- b. Coordinates the efficient workflow of the school system relative to the responsibilities of Superintendent.
- c. Maintains a filing system both for "hard copy" and for computer filing and readily retrieves documents and information from these files.
- d. Maintains an administrative job calendar/tickler file and utilizes its contents to keep

the Superintendent informed.

- e. Maintains a schedule of appointments for the Superintendent and makes arrangements for conferences, meetings and interviews. Follows up on all arrangements to ensure greatest efficiency.
- f. Assists the Superintendent in preparing reports required by law, administrative code and board policy.
- g. Takes and transcribes dictation of various types, including correspondence, notes, reports, notices and recommendations.
- h. Provides input in the ordering of supplies; prepares purchase orders as required.
- i. Prepares motions for the agenda of the board meetings, compiles/organizes back-up materials for the Superintendent, and follow-up actions of the board.
- j. Makes arrangements and prepares materials for board committees/activities led by the Superintendent.
- k. Assists with district and school mailings.
- l. Processes all mail/correspondence for the Superintendent, maintaining appropriate records and filing mail/correspondence as needed.
- m. Maintains automated and hard copy records of personnel evaluations and keeps the Superintendent informed of their status.
- n. Places and receives telephone calls, records messages for the Superintendent. Follows up on telephone requests in accordance with the procedures established by the Superintendent.
- o. Duplicates and packages materials accurately and disseminates them promptly as directed.
- p. Orders supplies as needed.
- q. Maintains lists of Superintendent's publications and memberships and renews as appropriate.
- r. Prepares and disseminates announcements/materials for key school events throughout the year. Arranges refreshments for school and district events as needed.
- s. Prepares various reports such as: monthly student enrollment reports; monthly class enrollments, emergency evacuation drills, HIB reports and discipline reports.

- t. Types reports as assigned by the Superintendent.
- u. Types and disseminates job descriptions and board policy in accordance with district procedures; maintains district policy manual.

### **Work Traits**

- a. Maintains confidentiality as required and appropriate.
- b. Demonstrates an openness to discuss suggestions.
- c. Demonstrates initiative, independence and decision making appropriate to the performance tasks of this position.
- d. Makes efficient use of time and resources available.
- e. Provides well-organized, accurate work.
- f. Demonstrates ability to prioritize tasks and to change priorities, as appropriate, to meet the needs of the job.

### **Professional Development**

Participates in staff development opportunities in accordance with district guidelines and resources to enhance job-related skills and knowledge.

### **School/Community Relations**

- a. Demonstrates a willingness to assist and work cooperatively with colleagues.
- b. Displays tact and courtesy when dealing with students, staff, residents and others in person and by telephone in the performance of this position.

### **Other Assigned Duties**

Performs all other tasks and assumes such other duties as designated by the Superintendent or designee(s).

**TERMS OF EMPLOYMENT:** Twelve-months – Non-Aligned. Salary and other terms and conditions of employment established by the Board of Education upon recommendation of the Superintendent of Schools.

**ANNUAL EVALUATION:** Performance of the position will be evaluated in accordance with state law and the regulations of the New Jersey Department of Education.

**APPROVED BY THE RFH BOARD OF EDUCATION: March 8, 2022**