

# **Administrative Assistant to the Superintendent**

Branchburg Township School District

Branchburg, New Jersey

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- I. Title:** Administrative Assistant to the Superintendent
- II. Qualifications:**
  - Bachelor of Arts in related field (preferred)
  - Three years of job experience in an administrative environment
  - Skilled in Microsoft Office and Google platforms
  - Excellent Attention to Detail
  - Excellent Verbal and Written Communication Skills
  - Excellent Interpersonal Skills
  - Initiative/Problem Solving Skills
- III. Reports To:** Superintendent of Schools
- IV. Job Goal:** Assists the Superintendent in the General Administrative Operation of the District
- V. Performance Responsibilities:**
  - 1. Responsible to support the effective operations of the office of the Superintendent**
    - Screens Superintendent's calls and correspondence, respond or refer individuals to appropriate District personnel
    - Compose letters correspondence as directed by the Superintendent
    - Schedules a wide variety of activities (appointments, meetings, travel, etc.) for the Superintendent
    - Respond to requests for information, supply information requested to other school systems, staff, and the public
    - Process correspondence to/from Superintendent
    - Prepare requisitions pertaining to the Superintendent's Office for payment
    - Responds to parents requests to Superintendent in a professional and respectful manner
    - Grant writing
    - Maintain all District policy documents and updates
  - 2. Assist Superintendent in Compilation of Board of Education Agendas and Materials:**
    - Work collaboratively with Human Resources and Superintendent to present information accurately on board agendas.

- Compile information for all BOE agendas, including reminders for required information responsible staff members
- Provide required drafts and re-drafts of agendas, copy, collate, bind copies of agenda, and distribute as required
- Implement revisions of agenda format as directed by Superintendent
- After each Board meeting, provide a personnel/payroll report to payroll, Personnel, technology, and Business Administrator's office
- After each Board meeting, write and produce approval letters to all personnel and Administrators
- Develop timelines for submission by Administrators of all requests for items to be included in Board agendas
- Prepare Board packets for distribution

**3. Compile operational statistics and gathers such other data as the Superintendent may require for annual State reporting purposes, including:**

- Completion of NJ Smart Reports
- Completion of County-District-School (CDS) Collection
- Non-Certificated and Certificated Reports
- Electronic Violence and Vandalism Report (EVVRS) via NJDOE Homeroom System
- End of the year enrollment reports
- HIB-ITP Data Submission Report
- Other such State & District reports (as necessary)
- Maintain accurate records for all activities within the office of the Superintendent

**4. Other Duties:**

- Perform such other tasks and assumes such other responsibilities as the Superintendent may from time to time assign or delegate.
- Serve on staff committees as the Superintendent may direct and attend meetings as assigned by the Superintendent
- Responsible for registering Branchburg students for Somerville High School, verifying all required information according to State law and Board policy.

**VI. Terms of Employment:**

12 Month work year. Salary to be established by the Board of Education

**VII. Evaluations:**

Annually

**Board of Education Approved Revision:**

October 4, 2018