



West Windsor-Plainsboro Regional School District

Job Description

Job Title: Administrative Assistant for Central Office
Department: Office of the Superintendent
Report To: Superintendent of Schools
Salary Guide: Non-Affiliate A
Prepared Date: 11 October 2022

Position Summary: Provides executive level administrative support to the superintendent and other assigned central office administrators. As an extension of the superintendent's authority, works closely with the superintendent to determine organization administrative priorities and ensures timely completion of those priorities by performing the following duties personally or through other district staff.

Qualifications: Associate's degree (A.A. or A.S.) or equivalent from a two-year college or technical school. Appropriate experience will be considered as a qualification for this role in lieu of a degree. One year of related experience and/or training, or equivalent combination of education and experience. To perform this job successfully, an individual must have strong administrative skills and the ability to prioritize work with minimal supervision. Demonstrates experience with independent projects and tasks. Must possess expert knowledge of computer software applications.

Essential Duties: The administrative assistant for central office has the duties and responsibilities, commonly associated with this position, which are performed directly or through the proper delegation of authority, within the framework of the general laws of New Jersey, the regulations of the NJ State Department of Education, the policies and rules of the West Windsor-Plainsboro Regional School District, and the terms of the collective bargaining agreements and policies, with all of which they are expected to be familiar.

Superintendent of Schools

- Supervise and coordinate the efficient workflow of the school system relative to the responsibilities of the superintendent.
- Aid the superintendent by analyzing and coordinating office services and affairs such as human resources, budget preparation and control, fiscal affairs, equipment utilization, records control, and special management studies.

- Prepare sensitive materials for the superintendent in the areas of labor relations, labor management, employee complaints grievances and student, board, parent, and teacher relations.
- Arrange meetings on behalf of the superintendent and other school board members and ensures that the participants, as appropriate, are briefed on issues to be raised at such meetings.
- Design, implement, and monitor management data storage and retrieval system for the superintendent.

Assistant Superintendent for Pupil Services/Planning

- Prepare Administration and Facilities agenda and supporting materials.
- Review minutes.
- Arrange meetings on behalf of the Assistant Superintendent.
- Purchase items to support the school district and various programs, including grant funded programs.
- Coordinate Title I programs in conjunction with the schools.
- Coordinate fire and security drills for the year.
- Assist in the coordination of the Eyes on the Door staff members; maintain schedule.
- Maintain the District's policy manual.

Board of Education

- When necessary, attend school board meetings for the purpose of recording and researching concerns raised by board members and the public.
- Prepares items and information for the board agenda.
- Coordinates work of other departments to ensure timely completion and distribution of the board agenda.

Central Office Administration/Building Principals

Other Administrative

- Respond to inquiries and requests for information from employees, parents, students and community members and perform research necessary to provide an accurate and informed response.
- Prepare formal presentation materials and assists in the public presentation of policy proposals and reports.
- Prepare correspondence and answers inquiries regarding school district matters.
- Compile narrative and statistical reports for board of education, and county and state education and oversight authorities.
- Compile statistical and other data from questionnaires and surveys required by local, state and national organizations.
- Coordinate collection and preparation of operating reports such as time and attendance records, terminations, new hires, transfers, budget expenditures, and statistical records of performance data.
- Issue and interpret operating policies. Review and answer correspondence.
- Manage the WWPSIS account; serve as a liaison between the school and the community by assisting parents and students with their Genesis accounts.

Additional Responsibilities

- Perform all other duties that may be assigned.
- Study management methods in order to improve the effectiveness and efficiency of workflow and reporting procedures.
- Identify administrative needs and develop appropriate solutions or recommendations.

TECHNOLOGY SKILLS

Proficiency in computer applications pertinent to support the position, including but not limited to Microsoft Office, Microsoft Excel, Google Suite, Systems 3000, Genesis Employee Portal, and Student Information System.

EVALUATION OF PERFORMANCE

Performance of this position will be evaluated annually in accordance with the New Jersey Administrative Code and Board of Education policy.

PHYSICAL DEMANDS

Physical demands include the ability to remain in a stationary position when necessary, occasionally move about the building to access colleagues and/or supplies. Ability to operate a computer and/or other office machinery. Must be able to securely file confidential documents. Ability to communicate verbally, and in writing via technology devices or handwritten correspondence. The physical demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities through an interactive process of determining essential duty task completion options.

TERMS OF EMPLOYMENT

12 Month Contract. Salary and benefits as determined by the Board of Education and any applicable and collective negotiations agreement.

The information contained in this job description is reviewed and approved by the Board of Education and may be modified as district and state requirements evolve. This job description does not constitute a written employment contract.

NEW JERSEY FIRST ACT

New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires employees of all school boards to reside in the State of New Jersey unless otherwise exempted under the law.

AMERICANS WITH DISABILITIES ACT STATEMENT

External and internal applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The West Windsor-Plainsboro School District shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.

The West Windsor-Plainsboro Regional School District is proud to be an Equal Employment Opportunity and Affirmative Action employer. The district does not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

Board Approval Date: _____

10/11/2022

Certified by: _____

C. J. Cornell

Director of Human Resources