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# BERKELEY HEIGHTS PUBLIC SCHOOLS



*INCLUDE, INSPIRE, EMPOWER*

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## Office of the Superintendent of Schools

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### JOB DESCRIPTION

### **ADMINISTRATIVE ASSISTANT**

#### **QUALIFICATIONS:**

- High school diploma; completion of professional secretarial program or computer skills program preferred; or experience as determined by the Board.
- Possesses comprehensive keyboarding, computer, and database skills.
- Proficient in Google Suite applications as well as MS Office
- Dependable, problem-solver, and self-directed learner who takes initiative, and exercises appropriate discretion
- The ideal candidate should possess strong organizational skills and the ability to juggle multiple projects simultaneously. Additionally, the candidate should demonstrate excellent interpersonal and communication skills and have the ability to establish and maintain cooperative and effective relationships with others.
- Successful Criminal History Clearance.
- Proof of U.S. Citizenship or appropriate employment authorization.

#### **REPORTS TO:**

Assigned Administrator

#### **JOB GOAL:**

To serve as an effective professional administrative assistant in the performance of those tasks and functions necessary to operate the office, school, and/or district office.

#### **PERFORMANCE RESPONSIBILITIES:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills and abilities.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Receives and greets visitors and provides general information to parents and the public; screens correspondence and telephone calls for the principal.
2. Provides support and assistance to administration, faculty, staff, students and parents as needed or requested.
3. Communicates effectively verbally and in writing.
4. Works within a fast-paced office leveraging technology to enhance workflows, efficiency, and accuracy.
5. Performs standard office routines, including, but not limited to sorting mail, preparing mailings and electronic messages. Types confidential correspondence, notices, reports, etc.
6. Performs self-directed independent tasks and sets priorities. Follows through on periodic tasks, makes informed decisions, and prioritizes workload.
7. Prepares and processes purchase orders
8. Prepares correspondence from verbal and or written instructions.
9. Arranges interviews and meetings, prepares agendas, and handles follow-up activities as necessary.
10. Maintains a well-organized and up-to-date filing system, which includes confidential communications, correspondence, documents and reports.
11. Operates all business machines necessary for the work required in the operation of the office.
12. Keeps administrator's daily calendar and appointments. Is responsible for monitoring and directing all requests for information and assistance to the appropriate administrator.
13. Keeps an accurate supply inventory.
14. Assists in budget preparation.
15. Compiles information for mandated reports.
16. Maintains strict confidentiality and high level of professionalism in the performance of all assigned duties.
17. Maintains regular and prompt attendance as an essential element in the efficient operation of the district and effective conduct of the educational program. The Board of Education considers attendance an important component of job performance.
18. Performs other duties as may be assigned.

#### TERMS OF EMPLOYMENT:

Twelve month employee, salary established by the Board of Education and applicable collective negotiations agreement.

#### EVALUATION:

Performance of this job will be evaluated on an on-going basis in accordance with provisions of N.J. State Law and the Berkeley Heights Board of Education's policies on evaluation of professional personnel.

APPROVAL: 5/11/23