

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

SCHOOL BOARD/BUSINESS OFFICE
**1321 Assistant Business Administrator/
Board Secretary**
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JOB TITLE: Assistant Business Administrator/Board Secretary

REPORTS TO: Business Administrator/Board Secretary

NATURE AND SCOPE OF JOB

Serves as an assistant to the Business Administrator/Board Secretary in carrying out the non-educational functions of the school district.

QUALIFICATIONS:

1. Valid New Jersey School Business Administrator/Assistant Superintendent for Business Certification or Certificate of Eligibility to serve as a School Business Administrator.
2. Master's degree from an accredited college or university in business management, accounting or a related field preferred.
3. Minimum of three years central business office experience required.
4. Thorough knowledge of Generally Accepted Accounting Principles (GAAP) and other State and Federal guidelines as they pertain to the operation of public school districts such as GASB34, AHERA, Right-to Know, Public School Contracts Law, Open Public Records Act, etc.
5. Holds a valid driver's license with no serious violations.
6. Proficiency in the use of computer systems and software essential to the operation of the business office such as accounting, database, word processing, spreadsheet and payroll and human resources applications.
7. Excellent human relations skills with the ability to organize, motivate, direct and supervise people, to carry out complex oral and written instructions, to exercise sound judgment and perform with a high degree of accuracy and efficiency.
8. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.
9. Satisfactory completion of criminal history background check and a complete physical examination as well as proof of U.S. citizenship or legal resident alien status.

VERIFICATION OF COMPETENCY:

1. District application
2. Required documentation as outlined above.
3. Letters of reference from former employers or other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The Assistant Business Administrator/Board Secretary shall be employed under the following terms:

1. Work twelve months.
2. Salary, benefits, leave time, and conditions specified per the Board of Education for non-aligned administrators.
3. Conditions established by laws and codes of the state, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

- a. Plans, organizes and manages the fiscal activities of the business office and offers recommendations regarding fiscal controls. Handles the day-to-day procedural problems encountered by business office staff.
- b. Verifies the accuracy of the monthly Board Secretary's and Treasurer's Reports and completes other financial reports required by state and/or federal regulations and statutes as directed by the School Business Administrator.
- c. Tracks balances on all accounts to maximize investment opportunities while providing adequate cash flow.
- d. Ensures that all bank accounts are reconciled on a monthly basis, along with applicable supporting documents, and performs all final financial reconciliations.
- e. Ensures all district purchasing is compliant with the Public School Contracts Law and any other state and/or federal statutes or regulations. Monitors quotations and/or develops bid specifications for the purchase of supplies, materials and services, as necessary. Supervises bid tabulations and prepares bid analyses.

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- f. Monitors fiscal compliance with all terms, conditions and requirements for all grant awards from federal, state and/or local agencies. Completes fiscal year-end expenditure reports as required.
- g. Compiles supporting documents and calculations for NJ School Development Authority grants.
- h. Oversees the maintenance of an up-to-date inventory of all school district property in compliance with GASB34. Ensures the appropriate labeling of inventory.
- i. Ensures all financial data and related district reports are ready and available for the annual school district audit.
- j. Assists in the completion of annual school district reports, such as QSAC, as needed.
- k. Reviews the status of all budget accounts, including payroll, on a regular basis to ensure that no over-expenditures have taken place and that adequate funds are available to meet the needs of the district for the balance of the school year. Reports any anticipated over-expenditures to the School Business Administrator.
- l. Maintains all debt service activity and payments, providing appropriate reports as needed.
- m. Assists in coordinating the use of school facilities for school-related events as well as outside organizations.
- n. Oversees the billing and receipt of monies due and/or outstanding to the Board of Education for tuition, building use charges, vandalism, returned checks, etc.
- o. Assists the School Business Administrator in the preparation of the annual school district budget and ensures compliance with all related state requirements and submittals.
- p. Oversees the operations of the district's contracted management companies to ensure compliance with contract agreements and state and federal regulations.
- q. Oversees the Child Nutrition program including verification of monthly billing statements and edit check worksheets for accurate completion of monthly Bureau of Child Nutrition reimbursement vouchers, Child Nutrition state and federal lunch eligibility and verification of district compliance with guidelines. Includes oversight of district point of service plan.
- r. Assists with the verification of domicile in instances when student residency questions or concerns arise.
- s. Keeps current and knowledgeable of all laws, rules, regulations and policies of the State Department of Education and other governmental agencies pertaining to business office operations and practices as well as matters relating to the Board of Education.

- t. Assists the School Business Administrator in the performance of his/her duties as Board Secretary, as needed.
- u. Reviews and proofs agendas and minutes for all meetings of the Board of Education.
- v. Assists in the review of Executive Session minutes to determine releases. Assists with processing of Open Public Records Acts requests.
- w. Performs the duties of the Payroll/Benefits Coordinator and/or Accounts Payable Specialists when necessary.
- x. Performs the responsibilities of the School Business Administrator in his/her absence.
- y. Performs such other tasks and assumes such other responsibilities as may be assigned by the School Business Administrator.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

The School Business Administrator shall evaluate the Assistant School Business Administrator/Board Secretary in accordance with this Job Description, New Jersey Statutes and Administrative Codes, and such other criteria as established by the Board of Education.

Adopted:

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READINGTON TOWNSHIP BOARD OF EDUCATION

1518 Summer Enrichment Program Coordinator

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JOB TITLE: SUMMER ENRICHMENT PROGRAM COORDINATOR

REPORTS TO: Superintendent of Schools/Designee

SUPERVISES: Students and Staff Assigned to the Program

NATURE AND SCOPE OF POSITION:

Serves as the primary organizer of the Summer Enrichment Program, responsible for implementing and managing the policies, regulations, and procedures of the Board of Education to ensure that all students are supervised in a safe child-centered learning environment. Responsibilities include planning, curriculum development, program evaluation, parent communication, student supervision, personnel management, financial management, and resource scheduling.

QUALIFICATIONS:

The Summer Enrichment Program Coordinator shall:

1. Have at least three (3) years experience in teaching and working with K-8 students.
2. Demonstrate excellent leadership and organizational skills and the ability to motivate people.
3. Have integrity and demonstrate good moral character and initiative.
4. Demonstrate knowledge and understanding of curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.
5. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community.
6. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
7. Demonstrate the ability to use computers for word processing, data management, and telecommunications.
8. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.

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1518 Summer Enrichment Program Coordinator

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9. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or, during the initial six month period, provide a sworn statement that there have not been any convictions of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
10. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
11. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
12. Meet such alternates to the above qualifications as the Superintendent may deem appropriate, acceptable and legal.
13. Hold a valid driver's license with no serious violations.

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources, or copies of recent evaluations of teaching and administrative performance.
4. College transcripts.
5. Employment interview.

EMPLOYMENT TERMS:

The Summer Enrichment Program Coordinator shall be employed under the following terms:

1. Organization of program to begin in January; on-site coordination while summer classes are in session.
2. Salary, benefits, and leave time as specified by the Board of Education.
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Summer Enrichment Program Coordinator shall:

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1518 Summer Enrichment Program Coordinator

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1. Establish and promote high standards and expectations for all students and staff for academic performance and responsibility for behavior.
2. Keep the Superintendent of Schools informed of program activities and needs and work collaboratively with central office staff on matters relating to the program and the district.
3. Develop and maintain a master schedule for the summer enrichment program.
4. Work collaboratively with the School Business Administrator/Director of Buildings and Grounds to schedule classroom use.
5. Ensure the proper collection, safekeeping, and accounting of tuition moneys.
6. Oversee the instructional programs of the summer enrichment program, evaluating lesson plans and observing classes on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development.
7. Monitor discipline and attendance systems with high standards, consistent with the philosophy, values, and mission of the program and district, in accordance with due process and other laws and regulations, ensuring a safe, orderly environment that encourages students to take responsibility for behavior and creates high morale among staff and students. File all required reports regarding violence, vandalism, HIB, attendance and discipline matters.
8. Establish a professional rapport with students and with staff that earns their respect. Display the highest ethical and professional behavior and standards when working with students, parents, program personnel, and agencies associated with the program.
9. Notify immediately appropriate personnel and agencies, and follow established procedures when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
10. Supervise all personnel assigned to the building, establishing clear expectations for role, responsibilities, and performance to ensure that all job responsibilities are met and exceeded.
11. Recommend to the Superintendent, based on interviews, personnel to fill all vacant positions in the program, following District affirmative action, recruitment and selection procedures.
12. Keep the staff informed and seek ideas for the improvement of the program. Conduct meetings as necessary for the proper functioning of the program.

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1518 Summer Enrichment Program Coordinator

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13. Develop and recommend to the Superintendent a budget for the program. Approve all purchases in accordance with District, program, and GAAP policies and procedures.
14. Implement an effective accounting and inventory system for all program supplies, materials, and equipment.
15. Implement procedures for the supervision of students in non-classroom areas, including parent drop-off and pick-up.
16. Maintain visibility with students, staff, parents, and the community.
17. Supervise the exclusion from the program of any pupil who shows departure from normal health, who has been exposed to a communicable disease, or whose presence may be detrimental to the health and cleanliness of other pupils. Ensure that the excluded pupil's parents or guardian are apprised of the reason for exclusion (N.J.S.A. 18A:40-7 et. seq.).
18. Observe strictly to avoid the appearance of conflict, all requirements of the School Ethics Act (N.J.S.A. 18A:12-21 et. seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
19. Perform any duties that are within the scope of employment and certifications, as assigned by the Superintendent and not otherwise prohibited by law or regulation.
20. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.

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4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

The Superintendent of Schools/Designee shall evaluate the Summer Enrichment Program Coordinator in accordance with Policy No. 3223 and Regulation Nos. 3223.1 or 3223.2, this Job Description and such other criteria as shall be established by the Board of Education.

Adopted: 2/27/07

Revised:

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

**SECRETARIAL and CLERICAL
4008 Confidential Secretary to the Superintendent
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JOB TITLE: **CONFIDENTIAL SECRETARY TO THE SUPERINTENDENT**

REPORTS TO: Superintendent

SUPERVISES:

NATURE AND SCOPE OF JOB:

Performs confidential secretarial and clerical responsibilities necessary for an efficient and effective office that assists the Superintendent, central office administrators and supervisors in the performance of their responsibilities.

QUALIFICATIONS:

The Confidential Secretary to the Superintendent shall:

1. Have earned a high school diploma or equivalent.
2. Have a minimum of two years of successful experience in a related secretarial or office position, or be a graduate of a recognized program of secretarial studies.
3. Demonstrate excellent secretarial skills, including at least 50 words per minute at the keyboard with a minimum of errors, general bookkeeping skills, organizational and filing skills, and the ability to use electronic equipment for word processing, data management, information retrieval, visual presentations, and telecommunications.
4. Hold a valid driver's license with no serious violations.
5. Be proficient in the use of Microsoft Office or an equivalent computer program.
6. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
7. Demonstrate appropriate telephone etiquette, with proper voice inflection.
8. Demonstrate the ability to maintain confidences.
9. Have excellent integrity and demonstrate good moral character and initiative.

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4008 Confidential Secretary to the Superintendent
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10. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community, including difficult and emotional situations.
11. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
12. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or, during the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
13. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
14. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
15. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors, or other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The Confidential Secretary to the Superintendent shall be employed under the following terms:

1. Work year of twelve months.
2. Salary or hourly wage, benefits and leave time as specified in the written contractual agreement with the Board of Education or in the Collective Bargaining Agreement.
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Confidential Secretary to the Superintendent shall:

1. Hold as confidential, all aspects of the job designated confidential by the supervisor.
2. Perform confidential secretarial and clerical tasks of a varied nature, some of which may be unique to the assigned office, requiring a thorough knowledge of the rules and regulations of the schools and school system, and the frequent exercise of independent judgment.
3. Handle mail and correspondence of the office, responding to routine requests for information, and transcribing, word processing, and proofing letters and responses.
4. Ensure that all communications from the office meet proper written and oral English standards.
5. Greet visitors and answer telephone calls in a pleasant and efficient manner, communicating effectively in routine, sensitive, and confidential matters.
6. Maintain an efficient and well organized electronic and paper data collection and filing systems, including confidential files.
7. Arrange appointments and maintain a schedule for the administrator.
8. Assist the administrator in the preparation of reports and documents by gathering and organizing data, performing research, creating graphics and displays, using word processing and data management, creating an attractive presentation, copying, collating, and transmitting or distributing final products.
9. Create forms, and compile and organize data and information necessary for the efficient operation of the office, the completion of required District and State data collections, and the completion of the administrator's responsibilities.
10. Arrange meeting details, prepare agendas and materials, and handle follow-up activities.
11. Maintain financial records for the accounts and budgets assigned to the office, preparing and monitoring purchase orders, checking in purchased materials, maintaining balances, and performing other bookkeeping tasks.
12. Order and maintain office supplies and provide for the maintenance and repair of equipment.
13. Supervise hourly or part time clerical assistants assigned to the office.

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4008 Confidential Secretary to the Superintendent
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14. Create and maintain a clean, attractive, orderly, safe, and efficient office environment.
15. Recommend to the administrator improvements needed in office procedures or operations.
16. Communicate to the administrator any unusual situations. Advise immediately of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol, or controlled substances.
17. Assist the administrator in handling interruptions and emergencies.
18. Work cooperatively with staff in other offices with the completion of large or time sensitive projects or emergencies.
19. Maintain in safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
20. Attend required staff meetings and serve, as appropriate, on staff committees.
21. Keep informed about school and district activities, requirements of the law and code, Board policy and regulations, and other information necessary for the functioning of the office.
22. Continue to grow through collaboration with fellow staff members and participation in appropriate staff development and workshop programs.
23. Display ethical and professional behavior in working with everyone who communicates or is associated with the office. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, accepting responsibility, and an effective work ethic.
24. Protect confidentiality of records and information about students and staff, and use discretion when sharing any such information within legal confines. Violation of confidentiality may result in termination.
25. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
26. Serve as district policy editor, which includes preparing drafts of new/revised policies and regulations for BOE first and second readings/approval, updating revised policies and regulations in Strauss Esmay website, posting on district website, and distributing to policy manual holders.
27. Prepare annual district calendar and keep updated on district website as changes are made.

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4008 Confidential Secretary to the Superintendent
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28. Update job descriptions as the Superintendent instructs.
29. Perform various public relations tasks including: composing (including photography) district press releases, distributing to local newspapers and posting same on the district website; preparing and distributing Board Briefs following each Board meeting; preparing and distributing via e-mail weekly Community News; coordinating with school secretaries the distribution of district, Home School Association and Readington Educational Foundation e-mails; and other PR duties as assigned.
30. Prepare Notices of Vacancy and newspaper classified ads for vacancies in the district and enter job postings into AppliTrack.
31. Register students who are new to the district.
32. Collect data and complete requested reports, e.g., QSAC, Civil Rights Data Collection, etc.
33. Prepare monthly district enrollment report and have included as a Board agenda attachment.
34. Maintain staff files.
35. Update forms on Staff Portal as needed.
36. Coordinate printing and bulk mailing of district newsletters.
37. Serve as back-up to the Business Administrator's secretary.
38. Perform any duties and responsibilities that are within the scope of employment, as assigned by the administrator or supervisor, and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.

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4008 Confidential Secretary to the Superintendent
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3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

The Superintendent shall evaluate the Confidential Secretary to the Superintendent in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Adopted:

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SECRETARIAL and CLERICAL

4009 Confidential Secretary to the Business Administrator/Board Secretary

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**JOB TITLE: CONFIDENTIAL SECRETARY TO THE BUSINESS
ADMINISTRATOR/BOARD SECRETARY**

REPORTS TO: Business Administrator/Board Secretary

NATURE AND SCOPE OF JOB:

Performs confidential secretarial and clerical responsibilities necessary for an efficient and effective office that assists central office administrators and supervisors in the performance of their responsibilities.

QUALIFICATIONS:

The Confidential Secretary to the Business Administrator/Board Secretary shall:

1. Have earned a high school diploma or equivalent.
2. Have a minimum of two years of successful experience in a related secretarial or office position, or be a graduate of a recognized program of secretarial studies.
3. Demonstrate excellent secretarial skills, including at least 50 words per minute at the keyboard with a minimum of errors, general bookkeeping skills, organizational and filing skills, and the ability to use electronic equipment for word processing, data management, information retrieval, visual presentations, and telecommunications.
4. Hold a valid driver's license with no serious violations.
5. Be proficient in the use of Microsoft Office or an equivalent computer program.
6. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
7. Demonstrate appropriate telephone etiquette, with proper voice inflection.
8. Demonstrate the ability to maintain confidences.
9. Have excellent integrity and demonstrate good moral character and initiative.
10. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community, including difficult and emotional situations.
11. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.

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4009 Confidential Secretary to the Business Administrator/Board Secretary
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12. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or, during the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
13. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
14. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
15. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors, or other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The Confidential Secretary to the Business Administrator/Board Secretary shall be employed under the following terms:

1. Work year of twelve months.
2. Salary or hourly wage, benefits and leave time as specified in the written contractual agreement with the Board or in the Collective Bargaining Agreement.
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Confidential Secretary to the Business Administrator/Board Secretary shall:

1. Hold as confidential, all aspects of the job designated confidential by the supervisor.
2. Perform confidential secretarial and clerical tasks of a varied nature, some of which may be unique to the assigned office, requiring a thorough knowledge of the rules and regulations of the schools and school system, and the frequent exercise of independent judgment.
3. Handle mail and correspondence of the office, responding to routine requests for information, and transcribing, word processing, and proofing letters and responses.

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4009 Confidential Secretary to the Business Administrator/Board Secretary
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4. Ensure that all communications from the office meet proper written and oral English standards.
5. Greet visitors and answer telephone calls in a pleasant and efficient manner, communicating effectively in routine, sensitive, and confidential matters.
6. Maintain an efficient and well organized electronic and paper data collection and filing systems, including confidential files.
7. Arrange appointments and maintain a schedule for the administrator.
8. Assist the administrator in the preparation of reports and documents by gathering and organizing data, performing research, creating graphics and displays, using word processing and data management, creating an attractive presentation, copying, collating, and transmitting or distributing final products.
9. Create forms, and compile and organize data and information necessary for the efficient operation of the office, the completion of required District and State data collections, and the completion of the administrator's responsibilities.
10. Arrange meeting details, prepare agendas and materials, and handle follow-up activities.
11. Create and maintain a clean, attractive, orderly, safe, and efficient office environment.
12. Recommend to the administrator improvements needed in office procedures or operations.
13. Communicate to the administrator any unusual situations. Advise immediately of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol, or controlled substances.
14. Assist the administrator in handling interruptions and emergencies.
15. Work cooperatively with staff in other offices with the completion of large or time sensitive projects or emergencies.
16. Maintain in safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
17. Attend required staff meetings and serve, as appropriate, on staff committees.
18. Keep informed about school and district activities, requirements of the law and code, Board policy and regulations, and other information necessary for the functioning of the office.
19. Continue to grow through collaboration with fellow staff members and participation in appropriate staff development and workshop programs.
20. Display ethical and professional behavior in working with everyone who communicates or is associated with the office. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, accepting responsibility, and an effective work ethic.

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4009 Confidential Secretary to the Business Administrator/Board Secretary
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21. Protect confidentiality of records and information about students and staff, and use discretion when sharing any such information within legal confines. Violation of confidentiality may result in termination.
22. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
23. Perform any duties and responsibilities that are within the scope of employment, as assigned by the administrator or supervisor, and not otherwise prohibited by law or regulation.
24. Prepare and distribute/post BOE meeting notices, meeting agendas, minutes, and meeting follow-up correspondence, and maintain minute books.
25. Prepare, distribute and collect staff contracts and renewal letters.
26. Process paperwork for newly hired professional and non-professional staff members, and prepare Board motions for new hires; enter new employee information into CSI and Aesop.
27. Process paperwork for district substitutes, including student teachers, and prepare appropriate motions for Board agenda.
28. Enter substitutes into CSI and Aesop, and maintain substitute files.
29. Update district forms on Staff Portal as needed.
30. Process verification of continuous employment requests.
31. Keep the Readington Township Education Association apprised of staff changes (new hires, leaves of absence, resignations, retirement).
32. Keep the tech department apprised of staff changes (resignations, leaves of absence, retirements, etc.).
33. Conduct file maintenance/disposal of files and records in accordance with the New Jersey Division of Archives & Records Management guidelines.
34. Serve as back-up to the Superintendent's secretary.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.

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4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

The assigned central office administrator or supervisor shall evaluate the Confidential Secretary in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Adopted:

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

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4010 Confidential Secretary – Pupil Services
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JOB TITLE: **CONFIDENTIAL SECRETARY – PUPIL SERVICES**

REPORTS TO: Assigned central office administrator or supervisor

SUPERVISES:

NATURE AND SCOPE OF JOB:

Performs confidential secretarial and clerical responsibilities necessary for an efficient and effective office that assists central office administrators and supervisors in the performance of their responsibilities.

QUALIFICATIONS:

The Confidential Secretary – Pupil Services shall:

1. Have earned a high school diploma or equivalent.
2. Have a minimum of two years of successful experience in a related secretarial or office position, or be a graduate of a recognized program of secretarial studies.
3. Demonstrate excellent secretarial skills, including at least 50 words per minute at the keyboard with a minimum of errors, general bookkeeping skills, organizational and filing skills, and the ability to use electronic equipment for word processing, data management, information retrieval, visual presentations, and telecommunications.
4. Hold a valid driver's license with no serious violations.
5. Be proficient in the use of Microsoft Office or an equivalent computer program.
6. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
7. Demonstrate appropriate telephone etiquette, with proper voice inflection.
8. Demonstrate the ability to maintain confidences.
9. Have excellent integrity and demonstrate good moral character and initiative.
10. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community, including difficult and emotional situations.
11. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.

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4010 Confidential Secretary – Pupil Services
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12. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or, during the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
13. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
14. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
15. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors, or other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The Confidential Secretary – Pupil Services shall be employed under the following terms:

1. Work year of twelve months.
2. Salary or hourly wage, benefits and leave time as specified in the written contractual agreement with the Board or in the Collective Bargaining Agreement.
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Confidential Secretary – Pupil Services shall:

1. Hold as confidential, all aspects of the job designated confidential by the supervisor.
2. Perform confidential secretarial and clerical tasks of a varied nature, some of which may be unique to the assigned office, requiring a thorough knowledge of the rules and regulations of the schools and school system, and the frequent exercise of independent judgment.
3. Handle mail and correspondence of the office, responding to routine requests for information, and transcribing, word processing, and proofing letters and responses.

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4. Ensure that all communications from the office meet proper written and oral English standards.
5. Greet visitors and answer telephone calls in a pleasant and efficient manner, communicating effectively in routine, sensitive, and confidential matters.
6. Maintain an efficient and well organized electronic and paper data collection and filing systems, including confidential files.
7. Arrange appointments and maintain a schedule for the administrator.
8. Assist the administrator in the preparation of reports, documents and budgets by gathering and organizing data, performing research, creating graphics and displays, using word processing and data management, creating an attractive presentation, copying, collating, and transmitting or distributing final products.
9. Create forms, and compile and organize data and information necessary for the efficient operation of the office, the completion of required District and State data collections, and the completion of the administrator's responsibilities, including but not limited to the ASSA, EXAID, End-of-Year Report, the Annual Aides Report, and the School Register Summary.
10. Arrange meeting details, prepare agendas and materials, and handle follow-up activities.
11. Maintain financial records for the accounts and budgets assigned to the office (including but not limited to out-of-district student tuition, extended school year, Pupil Services Department supplies, professional days, mileage reimbursements, and course reimbursements), preparing and monitoring purchase orders, checking in purchased materials, maintaining balances, and performing other bookkeeping tasks.
12. Input and update special education students' data in the student information database and assist in maintaining Child Study Team student files.
13. Order and maintain office supplies and provide for the maintenance and repair of equipment.
14. Supervise hourly or part time clerical assistants assigned to the office.
15. Create and maintain a clean, attractive, orderly, safe, and efficient office environment.
16. Recommend to the administrator improvements needed in office procedures or operations.
17. Communicate to the administrator any unusual situations. Advise immediately of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol, or controlled substances.
18. Assist the administrator in handling interruptions and emergencies.
19. Work cooperatively with staff in other offices with the completion of large or time sensitive projects or emergencies.
20. Maintain in safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.

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4010 Confidential Secretary – Pupil Services
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21. Attend required staff meetings and serve, as appropriate, on staff committees.
22. Keep informed about school and district activities, requirements of the law and code, Board policy and regulations, and other information necessary for the functioning of the office.
23. Continue to grow through collaboration with fellow staff members and participation in appropriate staff development and workshop programs.
24. Display ethical and professional behavior in working with everyone who communicates or is associated with the office. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, accepting responsibility, and an effective work ethic.
25. Protect confidentiality of records and information about students and staff, and use discretion when sharing any such information within legal confines. Violation of confidentiality may result in termination.
26. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
27. Perform any duties and responsibilities that are within the scope of employment, as assigned by the administrator or supervisor, and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

The assigned central office administrator or supervisor shall evaluate the Confidential Secretary in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Adopted:

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

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4011 Confidential Secretary – Curriculum Office
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JOB TITLE: **CONFIDENTIAL SECRETARY – CURRICULUM OFFICE**

REPORTS TO: Assigned central office administrator or supervisor

SUPERVISES:

NATURE AND SCOPE OF JOB:

Performs confidential secretarial and clerical responsibilities necessary for an efficient and effective office that assists central office administrators and supervisors in the performance of their responsibilities.

QUALIFICATIONS:

The Confidential Secretary – Curriculum Office shall:

1. Have earned a high school diploma or equivalent.
2. Have a minimum of two years of successful experience in a related secretarial or office position, or be a graduate of a recognized program of secretarial studies.
3. Demonstrate excellent secretarial skills, including at least 50 words per minute at the keyboard with a minimum of errors, general bookkeeping skills, organizational and filing skills, and the ability to use electronic equipment for word processing, data management, information retrieval, visual presentations, and telecommunications.
4. Hold a valid driver's license with no serious violations.
5. Be proficient in the use of Microsoft Office or an equivalent computer program.
6. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
7. Demonstrate appropriate telephone etiquette, with proper voice inflection.
8. Demonstrate the ability to maintain confidences.
9. Have excellent integrity and demonstrate good moral character and initiative.
10. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community, including difficult and emotional situations.
11. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.

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4011 Confidential Secretary – Curriculum Office
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12. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or, during the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
13. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
14. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
15. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors, or other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The Confidential Secretary – Curriculum Office shall be employed under the following terms:

1. Work year of twelve months.
2. Salary or hourly wage, benefits and leave time as specified in the written contractual agreement with the Board or in the Collective Bargaining Agreement.
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Confidential Secretary – Curriculum Office shall:

1. Hold as confidential, all aspects of the job designated confidential by the supervisor.
2. Perform confidential secretarial and clerical tasks of a varied nature, some of which may be unique to the assigned office, requiring a thorough knowledge of the rules and regulations of the schools and school system, and the frequent exercise of independent judgment.
3. Handle mail and correspondence of the office, responding to routine requests for information, and transcribing, word processing, and proofing letters and responses.

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4011 Confidential Secretary – Curriculum Office
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4. Ensure that all communications from the office meet proper written and oral English standards.
5. Greet visitors and answer telephone calls in a pleasant and efficient manner, communicating effectively in routine, sensitive, and confidential matters.
6. Maintain an efficient and well organized electronic and paper data collection and filing systems, including confidential files.
7. Arrange appointments and maintain a schedule for the administrator.
8. Assist the administrator in the preparation of reports and documents by gathering and organizing data, performing research, creating graphics and displays, using word processing and data management, creating an attractive presentation, copying, collating, and transmitting or distributing final products.
9. Create forms, and compile and organize data and information necessary for the efficient operation of the office, the completion of required District and State data collections, and the completion of the administrator's responsibilities, including but not limited to the District Five-Year Compliance Report (100 hours professional development), the NJ State Report Card, the mentor program, the Provisional Teacher Program, and Teacher Academy.
10. Arrange meeting details, prepare agendas and materials, and handle follow-up activities, including but not limited to new staff orientation, staff development and curriculum days, department meetings.
11. Maintain financial records for the accounts and budgets assigned to the office, preparing and monitoring purchase orders, checking in purchased materials, maintaining balances, and performing other bookkeeping tasks.
12. Order and maintain office supplies and provide for the maintenance and repair of equipment.
13. Supervise hourly or part time clerical assistants assigned to the office.
14. Create and maintain a clean, attractive, orderly, safe, and efficient office environment.
15. Recommend to the administrator improvements needed in office procedures or operations.
16. Communicate to the administrator any unusual situations. Advise immediately of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol, or controlled substances.
17. Assist the administrator in handling interruptions and emergencies.
18. Work cooperatively with staff in other offices with the completion of large or time sensitive projects or emergencies.
19. Maintain in safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
20. Attend required staff meetings and serve, as appropriate, on staff committees.
21. Keep informed about school and district activities, requirements of the law and code, Board policy and regulations, and other information necessary for the functioning of the office.

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4011 Confidential Secretary – Curriculum Office
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22. Continue to grow through collaboration with fellow staff members and participation in appropriate staff development and workshop programs.
23. Display ethical and professional behavior in working with everyone who communicates or is associated with the office. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, accepting responsibility, and an effective work ethic.
24. Protect confidentiality of records and information about students and staff, and use discretion when sharing any such information within legal confines. Violation of confidentiality may result in termination.
25. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
26. Maintain the Curriculum Office website, including updating information and posting new material.
27. Maintain and update forms used for the staff observation process and maintain records of completed observation and related forms (PIPs, observations, summatives).
28. Assist District Test Coordinator in the ordering, receipt, distribution and return of testing materials.
29. Process all district Requests for Approval of Professional Trip forms and Professional Development Evaluation forms and maintain database of all professional days by school year.
30. Act as district contact for the placement of student teachers, observers, etc.
31. Create and submit Curriculum Office motions to be included on Board of Education meeting agendas and attend agenda review meetings.
32. Perform any duties and responsibilities that are within the scope of employment, as assigned by the administrator or supervisor, and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.

4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

The assigned central office administrator or supervisor shall evaluate the Confidential Secretary in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Adopted:

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

**BUSINESS OFFICE
4512 Payroll/Benefits Specialist
Page 1 of 5**

JOB TITLE: PAYROLL/BENEFITS SPECIALIST

REPORTS TO: School Business Administrator

SUPERVISES:

NATURE AND SCOPE OF JOB:

The Payroll/Benefits Specialist manages the payroll system for the district and prepares the payroll for Board approved positions using procedures that meet state and local auditing requirements.

QUALIFICATIONS:

The Payroll/Benefits Specialist shall:

1. Hold a high school diploma or its equivalent.
2. Have three (3) years' experience in payroll and accounting.
3. Hold a valid driver's license with no serious violations.
4. Have excellent integrity and demonstrate good moral character.
5. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
6. Demonstrate the ability to read, write, speak, understand and/or communicate in English sufficiently to perform the duties of this position..
7. Demonstrate the ability to use electronic equipment for work processing, data management, information retrieval, visual presentations, and telecommunications.
8. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
9. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or, during the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
10. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.

11. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
12. Meet such alternatives to the above qualifications as the Superintendent may deem appropriate, acceptable and legal.

VERIFICATIONS OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The Payroll/Benefits Specialist shall be employed under the following terms:

1. Work year of twelve months.
2. Salary or hourly wage, benefits, and leave time as specified in the Collective Bargaining Agreement.
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Payroll/Benefits Specialist shall:

1. Manage a system of records, controls, and accounting and prepare the payroll for all Board approved positions in the district in accordance with generally accepted principles, applicable regulations, and Board policies, submitting all summaries and reports in a timely fashion.
2. Maintain records and make payments for salaries, as specified in Board minutes, and employee mandatory and voluntary deductions.
3. Process tax, other payroll deductions and other employee benefits for employees, ensuring that all forms are processed in a timely fashion and ensuring that all new laws are in place.
4. Reconcile and transmit in a timely fashion all monthly, quarterly, and annual reports and payments for pension, social security, state and federal taxes, health insurance, mandatory and voluntary employee deductions.
5. Calculate time cards and process approved time sheets as well as substitute pay vouchers for payment.
6. Ensure that payroll/agency accounts have sufficient funds to support payroll payments.

7. Manage a system of direct deposits for employees.
8. Recommend schedules for pay periods and disseminate time lines for submission of payroll data.
9. Maintain effective oral and written communications and work cooperatively with all employees regarding payroll, benefits, and deductions.
10. Provide technical assistance and conduct workshops regarding the payroll and benefits when requested or needed.
11. Provide data and analysis as requested for contractual negotiations.
12. Evaluate the payroll system to ensure that the methods and procedures are cost effective and efficient, making recommendations for needed changes.
13. Assist the School Business Administrator with budget preparation.
14. Maintain in safe working condition and safely operate electronic and other equipment needed to carry out job functions and responsibilities.
15. Attend required meetings and workshops and serve, as appropriate, on staff committees.
16. Understand and communicate current developments in payroll/benefits practices through reading, participation in appropriate workshops or meetings.
17. Use computers and/or electronic equipment to fulfill job functions.
18. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
19. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
20. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
21. Adhere to federal statutes and regulations, New Jersey school law, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
22. Process leaves of absence (FMLA/NJFLA/Contractual Childcare Leave) for district staff.
23. Maintain automated staff attendance records and substitute calling system.
24. Provide new hire benefit package.
25. Respond to employee inquiries regarding payroll and benefits.
26. Process resignations, terminations and retirements as well as payment of unused sick days for retirees according to negotiated contract.

27. Reconcile bank accounts for Flexible Spending, Payroll Agency and Salary Account monthly.
28. Report to First Managed Care all employee work related injuries to establish a claim for treatment and follow-up. File necessary OSHA reports.
29. Notify employees of all payroll related changes and maintain effective oral and written communications with all employees regarding payroll, benefits and deductions.
30. Provide COBRA notification to all employees/dependents pursuant to federal law.
31. Enter position control data into CSI.
32. Perform any duties and responsibilities that are within the scope of employment, as assigned by the School Business Administrator, and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.

4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

The School Business Administrator shall evaluate the Payroll/Benefits Specialist in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Adopted:

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

BUSINESS OFFICE
4515 Accounts Payable Specialist
Page 1 of 5

JOB TITLE: ACCOUNTS PAYABLE SPECIALIST

REPORTS TO: School Business Administrator

SUPERVISES:

NATURE AND SCOPE OF JOB:

Performs accounts payable functions, including check generation and distribution, data entry, and bookkeeping.

QUALIFICATIONS:

The Accounts Payable Specialist shall:

1. Have earned a high school diploma or equivalent.
2. Have a minimum of two years of successful experience in a related secretarial or office position, or be a graduate of a recognized program of secretarial studies.
3. Demonstrate excellent clerical skills, general bookkeeping skills, organizational and filing skills, and the ability to use electronic equipment for word processing, data management, information retrieval, visual presentations, and telecommunications.
4. Hold a valid driver's license with no serious violations.
5. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
6. Demonstrate appropriate telephone etiquette, with proper voice inflection.
7. Demonstrate the ability to maintain confidences.
8. Have excellent integrity and demonstrate good moral character and initiative.
9. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community.
10. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
11. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or, during the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.

12. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
13. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
14. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application.
2. Required documentation outlined in the qualifications above.
3. Letters of reference from former employers, teachers, or other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The Accounts Payable Specialist shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, leave time, and conditions specified in the Collective Bargaining Agreement.
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Accounts Payable Specialist shall:

1. Refer billing errors and irregularities to superiors.
2. Balance and/or adjust accounts.
3. Sort and file checks, vouchers, requisitions, and other materials according to predetermined classification.
4. File accounts payable copies of purchase orders.
5. Match all required documents for payment (i.e., vendor invoices, purchase orders, receiving copies, and signed and authorized vendor vouchers).
6. Assemble all payment documents into a payment packet and confirm that all payment documents are applied to the appropriate purchase order.
7. Ensure that all vendors are paid on a timely basis in agreement with terms of invoices, contracts, pricing discounts, price quotes, and federal, state, and private grants.
8. Forward packages by mail, shipping company, messenger, fax, message center, or other appropriate means.
9. Prepare and maintain inventory records for department.

10. Assist School Business Administrator with expense history documentation and projections for budget development.
11. Responsible for all accounts payable functions, including check generation and distribution, through the district's computer accounting program.
12. Verify payments on "open" purchase orders (i.e., utilities, phones, copiers, rentals, out-of-district tuition, and construction services).
13. Monitor purchasing/budgetary procedures to ensure proper quote guidelines are met.
14. Serve as contact for schools and other departments regarding budget related questions.
15. Provide administrative support to Facilities Manager; generate all purchase orders/payments. Initiate and process black seal boiler license renewals for maintenance/custodial staff and submit to State.
16. Communicate with vendors to obtain quotes and verify billing accuracy.
17. Responsible for Cafeteria Account purchase orders, payments and recording each school's monthly bank deposits.
18. Review general, student activity and cafeteria vendors to determine which vendors receive 1099 forms at year-end; generate/distribute forms to vendors, IRS and State by required deadlines.
19. Track district employees' tuition requests to ensure allowable credit criteria are met and within annual tuition cap guidelines; generate reimbursements throughout year.
20. Generate account reports as needed for various departments throughout district; provide bill lists for approval at BOE meetings.
21. Record district facility usage approvals into SchoolDude system.
22. Maintain proper accounts payable filing system. District contact for records retention, shredding services and recycling of used textbooks; work with State to determine what may be discarded.
23. Responsible for ordering supplies and generating reimbursements for Summer Enrichment and Sports Programs.
24. Coordinate district printing needs to realize cost savings.
25. Download rate changes to district postage machine; ensure sufficient postage is available for district use.

26. Interact with auditors as needed to answer accounts payable questions and provide supporting documentation (two times per year).
27. Provide back-up secretarial support within department as required.
28. Input, generate and distribute district purchase orders when needed.
29. Work with grant recipients to assist with ordering; monitor expenses and invoice Readington Education Foundation to reimburse district for grant activities/items.
30. Assist non-public grant recipients (i.e., non-public texts and technology) with ordering items.
31. Participate in appropriate workshop programs and attend any required meetings.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

The School Business Administrator shall evaluate Accounts Payable Specialist in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Adopted:

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

**BUSINESS OFFICE
4516 Purchasing Specialist
Page 1 of 5**

JOB TITLE: PURCHASING SPECIALIST

REPORTS TO: School Business Administrator

SUPERVISES:

NATURE AND SCOPE OF JOB:

Performs routine clerical distribution work in collecting and distributing materials and products to appropriate destinations, and providing distribution support service, data entry and simple bookkeeping, especially as related to matters of purchasing.

QUALIFICATIONS:

The Purchasing Specialist shall:

1. Have earned a high school diploma or equivalent.
2. Have a minimum of two years of successful experience in a related secretarial or office position, or be a graduate of a recognized program of secretarial studies.
3. Demonstrate excellent clerical skills, general bookkeeping skills, organizational and filing skills, and the ability to use electronic equipment for word processing, data management, information retrieval, visual presentations, and telecommunications.
4. Hold a valid driver's license with no serious violations.
5. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
6. Demonstrate appropriate telephone etiquette, with proper voice inflection.
7. Demonstrate the ability to maintain confidences.
8. Have excellent integrity and demonstrate good moral character and initiative.
9. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community.
10. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.

11. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or, during the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
12. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
13. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
14. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application.
2. Required documentation outlined in the qualifications above.
3. Letters of reference from former employers, teachers, or other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The Purchasing Specialist shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, leave time, and conditions specified in the Collective Bargaining Agreement.
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Purchasing Specialist shall:

1. Perform bookkeeping work involved in preparing purchase orders and/or maintaining all the various accounts in a computer program.
2. Refer account errors and irregularities to superiors.
3. Balance and/or adjust accounts.
4. Sort and file checks, vouchers, requisitions, and other materials according to predetermined classification.
5. Maintain prepared mailing lists and addresses and stamps mail
6. Input purchase orders, receiving copies, and vendor invoices into the Accounts Payable automated system.

7. Verify the accuracy of all input batches.
8. Assist other clerks with processing backlogs.
9. Assemble and route various types of materials.
10. Assemble specified number of forms, manuals, circulars, etc. for requestor as indicated by distribution tables or work order.
11. Monitor purchase orders for compliance with quotation and bid requirements per school purchasing laws.
12. Document district's use of New Jersey State Contracts and maintain files.
13. Monitor and maintain documentation of district's cooperative purchasing participation, including input of ESC orders.
14. File purchasing documentation as required including, but not limited to, state business registration certificates, affirmative action compliance, political contribution documentation, and IRS W-9 forms.
15. Prepare out-of-district travel schedules for board approval and maintain files for completed trip report forms.
16. Place materials in envelopes, boxes, cartons or other containers for distribution. Secures and protects contents as needed.
17. Stamp, type, write or affix addresses on package materials.
18. Forward packages by mail, shipping company, messenger, fax, message center, or other appropriate means.
19. File and retrieve letters, correspondence, memoranda, reports, and other documents.
20. Maintain office forms and procedures, including filing systems and logs.
21. Answer questions about location or content of various materials; responds to inquiries from employees, customers and others and refers, when necessary, to appropriate persons.
22. Prepare and maintain inventory records for department.
23. Operate a variety of office machines as required.
24. Prepare and monitor work orders.
25. Receive, stamp and distribute incoming mail, process outgoing mail.
26. Assist in data entry by collecting, organizing, and verifying accuracy of data before it is entered.
27. Extract alphabetic, numeric, or symbolic data from original paper documents and enters data into a computer following a specified format.

28. Compare data entered into computer with data listed on the original document; conduct spot checks to verify that data is correctly entered; uses verification format already built in to computer program to detect data entry errors.
29. Maintain financial records for the accounts and budgets assigned to the office, preparing and monitoring purchase orders, checking in purchased materials, maintaining balances, and performing other bookkeeping tasks.
30. Responsible for petty cash, which includes issuing checks for the new school year and closing out petty cash at the end of the year.
31. Order and maintain office supplies and provide for the maintenance and repair of equipment.
32. Serve as back-up to Assistant Business Administrator for processing deposits to the bank.
33. Compose, type, and edit correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
34. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
35. Participate in appropriate in-service and workshop programs and attend any required meetings.
36. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
37. Protect confidentiality of records and information about students and staff, and use discretion when sharing any such information within legal confines.
38. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
39. Serve as back-up to the Accounts Payable Specialist.
40. Perform any duties and responsibilities that are within the scope of employment, as assigned by the School Business Administrator, and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

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1. Use strength to lift items needed to perform the functions of the job.
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ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

The School Business Administrator shall evaluate Purchasing Specialist in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Adopted: