

RAMAPO INDIAN HILLS REGIONAL HIGH SCHOOL DISTRICT
Oakland, New Jersey 07436

JOB DESCRIPTION

Title: EXECUTIVE ASSISTANT TO THE SUPERINTENDENT

Organizational Relationship:

Reports to and is evaluated by the superintendent of schools.

Primary Function:

To serve as the superintendent's confidential executive assistant; supervise administrative secretarial duties in the superintendent's office and coordinate district-wide administrative activities.

Major Responsibilities:

1. Efficiently supervises and coordinates the workflow relative to the responsibilities of the Superintendent and that of the Confidential Secretaries in the Office of the Superintendent of Schools.
2. Assists in the preparation and presentation of all correspondence and reports emanating from the Superintendent's office.
3. Prepares Federal and State Department of Education reports required by law, i.e., Fall Reports, End-of-Year Reports, State Report Card, etc.
4. Prepares agendas for Administrative Council Meetings, Board Committee Meetings, and others and notifies members of meetings.
5. Prepares various calendars as necessary, including the District Calendar, Student Calendar, and Administrative Calendar.
6. Maintains a schedule of appointments for the Superintendent and makes arrangements for conferences and meetings. Arranges any related travel. Places and receives telephone calls and records messages for the Superintendent.
7. Maintains a regular filing system as well as a set of locked confidential files. Maintains personnel records of all certificated staff.
8. Provides administrative support for all Board of Education related matters. Prepares the Board of Education Meeting Notices and Agendas as well as supporting documentation. Publishes Board Packet for online access and

Board Agendas to District's website. Prepares annual Board of Education Meeting Schedule. Assists with scheduling of Board of Education Committee Meetings.

9. Manages the Human Resources function for the District including directly supervising Human Resources staff and coordinating with Business Office staff. Responsible to oversee staffing process for certificated, non-certificated and substitute staff as well as coaches and advisors. Responsible to oversee the administration of Employee Benefits for all staff, including medical, dental and prescription benefits.
10. Processes staff applications for Course Approval for Tuition Reimbursement or Salary Credit and for Salary Adjustments to a higher degree level and prepares the appropriate resolutions for Board approval.
11. Coordinates with Business Office regarding employee salary data. Provides Business Office staff with updates to employee payroll information for each pay period. Updates and Inputs employee salaries annually. Conducts bi-weekly meetings with HR staff and Payroll Coordinator to ensure accuracy of Payroll and HR activities. Provides Business Office with Human Resources/salary documentation in the preparation of the annual audit, annual budget and other compliance activities.
12. Prepares all employment contracts and tenure letters for certificated staff as well as annual employment agreements for Independent staff members and provides copies for the District's annual audit.
13. Serves as the District liaison for all unemployment compensation appeal hearings scheduled by the Department of Labor.
14. Maintains District Policy Manual, ensuring new mandated and monitored policies are brought to the attention of the Superintendent and the Board's Policy Committee. Maintains updated status for both printed and online Policy Manuals.
15. Serves as the administrative support to the Academic Decathlon Steering Committee and Superintendent for the annual State Academic Decathlon event.
16. Prepares the Program and Service Awards for the Annual Staff Awards Ceremony and coordinates with food services with the preparation of the annual staff luncheon menu.
17. Prepares all vouchers and purchase orders for the Superintendent's Office.

18. Perform other related duties as may be assigned by the Superintendent or Business Administrator.

Board Recorder Responsibilities:

1. Attends all Executive Sessions, Work Sessions, Regular Public Meetings, and Special Meetings of the Board.
2. Sets up name plates and supporting documentation for the meetings, and schedules catering service, as needed.
3. Prepares annual Notice of Board of Education Meetings for publication in Board-approved newspapers and District's webpage and revises schedule as necessary.
4. Records all action taken by the members of the Board of Education at each Closed Executive Session, Work Session, Regular Public Meeting, and Special Meeting.
5. Transcribes and types minutes for all Closed Executive Sessions, Work Sessions, Regular Public Meetings, and Special Meetings for approval by the Board of Education.
6. Maintains the filing system of the Board-approved, official minutes of all Board of Education meetings and publishes Board-approved minutes to the District's webpage.
7. Provides copies of the Board-approved minutes of all Board of Education meetings to the auditors for the District's annual audit.

Human Resources Responsibilities:

Manages the Human Resources function for the District including directly supervising Human Resources staff and coordinating with Business Office staff. Responsible for overseeing the staffing process for certificated, non-certificated and substitute staff as well as coaches and advisors. Responsible for overseeing the administration of Employee Benefits for all staff, including medical, dental and prescription benefits.

1. In the process of obtaining the Society for Human Resources Certificate (SHRM-CP)
2. Process for New Hires

3. Process for exit survey upon resignation
4. Position continuity status
5. Respond to personnel issues

Qualifications:

1. Associate Degree or equivalent
2. Strong working knowledge of District computer technology
3. Strong analytical, communication, and human relations skills
4. Knowledge of automated office equipment and excellent administrative skills
5. Minimum of five years' experience in general or school office work

Terms of Employment: Twelve-month work year with salary to be determined by the Board of Education.

March 1997

Revised: August 11, 2008

Revised: May 9, 2016

Revised: January 28, 2024