

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

JOB DESCRIPTION

Title: Administrative Assistant to the Assistant Principal (Grade III)

Organizational Relationship: Reports to the Office Manager along with the Assistant Principal

Primary Function

To perform all administrative and clerical tasks as required by Assistant Principal and to ensure efficient functioning of the Main Office.

Major Areas of Accountability:

1. Processes mail, receives phone calls and records messages for Assistant Principal. Responds to inquiries from parents, staff, and others.
2. Prepares for Assistant Principal's signature, correspondence to parents/guardians regarding discipline issues and informing of student detentions and suspensions. Distributes correspondence and records incidents of student discipline including monthly Violence and Vandalism report.
3. Coordinates information regarding student attendance deficiencies. Prepares correspondence, maintains backup documentation and sets up Attendance Probation Meetings as directed. Directs, to the appropriate administrator, inquiries from parents/students regarding attendance issues.
4. Coordinates information relating to 504/I&RS Program. Updates forms in conjunction with other District administration offices. Arranges parent/guardian meetings as directed by Assistant Principal, prepares all resulting documentation and distributes appropriately. Maintains/tracks status of each issue.
5. Prepares and maintains lists of staff and Departments. Prepares and tracks information related to Faculty Schedule, making updates as necessary. Assists in acquiring coverage for faculty members required to attend meetings during the school day when substitutes are not available.
6. Coordinates assignment of faculty and student parking. Provides support for any issues that may arise.
7. Coordinates assignment of student lockers. Provides support for any issues that may arise.

8. Assists in the scheduling of proctors and organizing rooms for various standardized tests including PARCC and End of Year Biology Competency.
9. Assists in the preparation of the Student and Faculty Handbooks in coordination with other District administration offices.
10. Coordinates billing and receipt of payment of student book fines.
11. Provides administrative support to the functions of the Main Office as necessary including greeting visitors, processing incoming mail, answering phone inquiries, processing mass mailings to parents/guardians throughout the school year.
12. Performs other related duties as assigned.

Qualifications:

1. High school diploma
2. Excellent verbal and written communication skills
3. Knowledge of automated office equipment and District computer technology

Terms of Employment:

Twelve-month contract in accordance with contractual arrangement as approved by the Board of Education.

Approved: May 22, 2017
February 29, 2024