

JOB DESCRIPTION MANUAL

BOARD OF EDUCATION CLINTON TOWNSHIP

Central Office Administration

Title: Coordinator of Communication, Registration, Transportation and Substitute Placement - Confidential

Qualifications:

1. BA or BS degree
2. Minimum five years successful workplace experience
3. Exceptional writing, oral and analytical skills.
4. Knowledge of applicable laws, regulations, and procedures.
5. Website and Google platform expertise, as well as technology applications.
6. School Registration experience, PowerSchool preferred
7. Transportation Liaison experience preferred
8. Demonstrated organizational, communication and interpersonal skills.
9. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
10. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

Certificate and Endorsement Requirements: None required

Reports To: Superintendent of Schools and/or designee

Supervises: Not applicable

Job Goal: A district-wide position that coordinates and provides support through the Office of the Superintendent.

Performance Responsibilities:

1. Central Office
 - a. Greets visitors, students, and/or employees and responds to requests for information and provides assistance.
 - b. Receives and routes incoming calls and correspondence
2. Coordinates communications to the district and community (via School Messenger) as per direction of the Superintendent and/or Business Administrator.
 - a. Process community flyers, including application to district web site and/or Virtual Backpack.
 - b. Maintains social media platforms.
 - c. Review recordings from Board Meetings and post to the district website.
3. Maintains and updates the district policies and/or regulations:

- a. Makes all BOE approved additions, revisions policies and/or regulations
 - b. Makes all website updates for policies and/or regulations
 - c. Maintains archived policies and/or regulations
- 4. Provides technology support for Central Office
 - a. Update and maintain the district website pertaining to Central Office in coordination with the Webmaster
 - b. Operates all technology necessary to complete reports and clerical work required in the operation of the office.
 - c. Provides assistance in Google Platform with regards to use, applications and programs used by the district.
- 5. Oversees the district central registration process and registration.
 - a. Process new student records, including requesting transcripts and records from other schools, setting up a cumulative folder, and entering student data into appropriate databases, communicating information to Special Services as necessary.
 - b. Verify residency for incoming students.
 - c. Completes withdrawals and transfer of students and processes applicable records.
 - d. Process and transmit requests for student information.
 - e. Notify all relevant staff of transferring student information.
 - f. Coordinate the "Kindergarten Registration" process, including notification to the community of the upcoming enrollment.
 - Prepare, organize, and communicate for Kindergarten registration week.
 - Maintain a spreadsheet
 - g. Maintain spreadsheet of registrants
 - h. Present information for incoming families.
 - i. Maintain a spreadsheet of transferring IN/OUT students.
 - j. Working with the Technology Department, coordinate the implementation of and manage the PowerSchool Enrollment Express Platform for student registration
- 6. Supervises and manages the district transportation:
 - a. Serves as district liaison to the bus companies to coordinate transportation schedule
 - b. Responds and communicates with parents in a timely manner about transportation issues via school messenger, voice or email
 - c. Investigates complaints regarding transportation and keeps a detailed log of incidents, problem situations, and resolutions
 - d. Communicates with law enforcement officials, when necessary, regarding transportation matters.
 - e. Coordinate district field trip requests from staff, calculate cost and request quotes to inside and outside busing companies
 - f. Coordinate Bus Driver meetings and/or Bus Evacuation drills, twice a year
 - g. Update Staff Driver's licenses on file - maintain vehicle registration and insurance records with transportation companies.
- 7. Coordinate the implementation of the Substitute and Absence Management Software Application.
 - a. Work with Human Resources, Building Administration staff and Technology Dept. to establish data infrastructure
- 8. Manage Substitute and Absence Management Software Application for obtaining substitute coverage for District employees
 - a. Management of future staff absence information and substitute coverage, from school office personnel for:
 - Professional days
 - Personal leave
 - Vacation leave
 - Sick leave
 - b. Manage the distribution of the absence lists to the secretaries.

- c. Manage, monitor and maintain communication as it relates to all compliance matters, concerns and parameters and advise accordingly.
 - d. Manage all newly appointed substitutes into the system, as necessary.
 - e. Maintain a current master list of substitutes
 - f. Manage the tracking of substitutes with specific teaching credentials to utilize the services for long-term substitute needs, as necessary.
 - g. Maintain absence reconciliation reports and do comparative analyses.
 - h. Manage data integration between Frontline and CDK.
 - i. Verify substitute assignments for payroll processing from each building with the Payroll Coordinator prior to payroll being generated for each pay cycle.
 - j. Performs any other substitute-oriented duties or responsibilities designated by the Superintendent or designee.
- g. Manages the *Eforms* attendance system.

Terms of Employment:	Salary for a 12 month position (July 1 through June 30). Eligible for benefits. District-Wide and Central Office Non-instructional personnel. Maintains a log for an extended eight hour day.
Annual Evaluation:	Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.
Approved by:	Superintendent of Schools
Date:	March 14, 2022
Account Code(s):	11.000.230.100.900.000 - 20% 11.000.251.100.990.000 - 10% 11.000.270.160.900.000 - 30% 11.000.270.161.900.000 - 10% 11.000.211.100.900.035 - 10% 11.000.211.100.900.040 - 10% 11.000.211.100.900.050 - 10%