

JOB DESCRIPTION MANUAL

**BOARD OF EDUCATION
CLINTON TOWNSHIP**

**Central Office
Administration**

Title:	Superintendent Executive Support - Confidential
Qualifications:	<ol style="list-style-type: none"> 1. High School Graduate, College Degree required. 2. School business office experience is helpful. 3. Exceptional writing, oral, organizational, interpersonal, and analytical skills. 4. Proficiency in most computer technology applications, Google platform expertise, and use of automated office equipment. 5. Ability to maintain confidentiality and professionalism in interacting with staff, public, parents and Board Members. 6. Demonstrated organizational, communication and interpersonal skills. 7. Required criminal history background check and proof of U.S. citizenship or legal resident alien status. 8. 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
Supervises:	Human Resources support staff
Job Goal:	Under direction of the Superintendent of Schools, oversees, plans, organizes, and manages an efficient and professional office of the Superintendent and a comprehensive human resources program. Shall be a valuable member of the central office and work to more efficiently serve students, staff, Board of Education members and District stakeholders.
Performance Responsibilities:	<ol style="list-style-type: none"> 1. Plan, direct, and manage the human resources function for the district's certificated and classified employees. 2. Manage and coordinate school programs for attracting, selecting, and developing personnel appropriate to specific programs, roles and job needs. 3. Manage all procedures and policies relative to both the classified and certificated personnel programs in conformity with the requirements of appropriate Federal and State laws including the Education Code, and local Board Policy. 4. Manage the school's recruitment process, i.e., postings, advertising, approves openings, monitors process and confirms Board agenda personnel actions. 5. Recommend and develop needed Board Policy and Administrative Regulations. 6. Manage personnel records and staff files.

7. Oversee management of file maintenance in the Board Office.
8. Oversee management of, maintain and update personnel tracking (sick/personal/vacation).
9. Oversee management of updates and issuance of employment contracts each year.
10. Oversee management of "Movement Across the Guide" applications.
11. Oversee management of internal notification of the retirement process.
12. Oversee management of Maternity/Disability Leave of Absences.
13. Oversees initiation of Provisional Teacher Program applications.
14. Manage all required/necessary policies and regulations for new employees including, but not limited to the following:
 - a. Criminal History Clearance with the State (fingerprinting, etc.)
 - b. Obtain up-to-date health physical examination/Mantoux
 - c. Obtain all transcripts, certifications, etc.
15. Manage all substitute teachers/teaching assistants including, but not limited to the following:
 - a. County Substitute Certificate
 - b. Resume, references, and transcripts
 - c. Health information Interview process
 - d. Board approval
16. Workers Compensation/OSHA Reporting:
 - a. Manage employee incident report documentation and information related to workers compensation claims and maintain workers compensation files.
 - b. Prepares and submits annual district OSHA 300 report per federal regulations.
17. Maintain the Superintendent's calendar
18. Tactfully maintains communication with educational community
19. Process Superintendent's correspondence: includes sorting of mail; obtaining signatures; editing and/or composing general responses; drafting letters of commendation or acknowledgement, editing the Superintendent's written communications for parents and staff.
20. Monitor and coordinate the Board Policies and Regulations
21. Oversee coordination of supplies and all necessary reservations as appropriate.
22. Complete Superintendent's legal log.
23. Maintain messages for internal and external audiences.
24. Implement the district's emergency messaging system.
25. Offer research and writing support to the Superintendent, administration and Board of Education.
26. Plan and coordinate special events
27. Attend meetings at the direction of the Superintendent and follow up with subsequent issues or needs from each.
28. Coordinate, with the Assistant Business Administrator, all necessary pieces of the bi-monthly Board Agenda items with resulting resolutions.
29. Maintains BOE resolutions, annual contracts, and tasks/responsibilities as needed.
30. Oversees issuance of personnel RICE notices to staff prior to Board of Education/Executive Session meetings, as needed.
31. Track and process HIB forms, including obtaining signatures and Board approvals and issuing parent/guardian letters.
32. Monitor and maintain compliance for all district wide reports to the Executive County Superintendent and NJDOE
33. Assist with the completion of NJQSAC requirements, strategic plan action items and other state or district reports, as directed.
34. Maintain, administrate and distribute all approved changes to the staff handbook and the district calendar
35. Performs any other duties or responsibilities as designated by the Superintendent.

Terms of Employment:

Salary for a 12 month position (July 1 through June 30).

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: December 11, 2023

Account Code(s): 11.000.230.100.900.000 - 100%