

# JOB DESCRIPTION MANUAL

**BOARD OF EDUCATION  
CLINTON TOWNSHIP**

**Central Office  
Administration**

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| <b>Title:</b>                                    | <b>Executive Secretary to the Superintendent - Confidential</b>  |
| <b>Qualifications:</b>                           | Minimum: <ol style="list-style-type: none"><li>1. High School Graduate</li><li>2. Computer expertise and independence in applying programs such as: Microsoft Word/Excel/Outlook/PowerPoint/Publisher, Google Workspace (Docs/Sheets/Slides), Frontline, My Learning Plan, School Messenger, CDK, Source for Teachers/ESS, PowerSchool, AESOP, Appltrak, HIBster, social media platforms, various web sites and apps for event scheduling.</li><li>3. Ability to maintain confidentiality and professionalism in interacting with staff, public, parents and Board Members.</li><li>4. Demonstrated organizational, communication and interpersonal skills.</li><li>5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.</li><li>6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.</li></ol> |
| <b>Certificate and Endorsement Requirements:</b> | None required  |
| <b>Reports To:</b>                               | Superintendent of Schools  |
| <b>Supervises:</b>                               | Not applicable   |
| <b>Job Goal:</b>                                 | Oversees and coordinates the activities associated with the Office of the Superintendent, and to perform duties assigned by the Superintendent in a responsible and confidential manner so that the Superintendent's office can more efficiently serve students, staff, Board Members, and citizens of the district. Through a professional manner, efficient organization, and a willingness to serve, the Executive Secretary shall be a valuable member of the Central Office.  |

**Performance Responsibilities:**

- Maintain the Superintendent's calendar
- Tactfully maintains communication with educational community
- 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.

- Monitor and coordinate the Board Policies and Regulations
- Coordinate supplies and all necessary reservations as appropriate.
- Complete Superintendent's legal log.
- Maintain messages for internal and external audiences.
- Implement district's emergency messaging system.
- Direct activities of and/or serve on district committees when appropriate, as assigned.
- Offer research and writing support to the Superintendent, administration and Board of Education.
- Plan and coordinate special events
- Attend meetings at the direction of the Superintendent and follow up with subsequent issues or needs from each.
- Coordinate, with the Assistant to the Business Administrator, suspension reports and bi-monthly Board Agenda items with resulting resolutions.
- Coordinates with the Human Resources Coordinator to maintain BOE resolutions, annual contracts, and tasks/responsibilities as needed.
- Coordinate all personnel actions for the board agenda including but not limited to assignments, transfers, reassignments, promotions, demotions, and dismissals of personnel.
- Issue personnel RICE notices to staff prior to Board of Education/Executive Session meetings, as needed.
- Track and process HIB forms, including obtaining signatures and Board approvals and issuing parent/guardian letters.
- Monitor and maintain compliance for all district wide reports to the Executive County Superintendent and NJDOE
- Assist with the completion of NJQSAC requirements, strategic plan action items and other state or district reports, as directed.
- Maintain administrative schedules.
- Maintain, administrate and distribute all approved changes to the staff handbook and the district calendar
- Assist with the completion of NJQSAC requirements, strategic plan action items and other state or district reports, as directed.
- 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 2017 (Abolished)  
November 23, 2020 (Approved)  
April 26, 2021 (Revised)

**Account Code(s):** 11.000.230.100.900.000 - 100%