

# HIGH BRIDGE BOARD OF EDUCATION JOB DESCRIPTION

## CHILD STUDY TEAM SECRETARY / ASSISTANT TO THE SCHOOL BUSINESS ADMINISTRATOR/ BOARD SECRETARY

### QUALIFICATIONS:

1. High school diploma or its equivalent.
2. Demonstrated aptitude and competency for assigned responsibilities/proper training and secretarial skills, which will enable the person to successfully perform the requirements of the position.
3. Strong interpersonal skills to build effective working relationships with staff, parents, and administrators.
4. Confidentiality required to handle student documents and records.
5. Strong organizational skills for management of paper and computerized documents.
6. Strong time management, task initiation, follow-through, and task completion skills.
7. Proficiency in MS Word, Excel, Powerpoint, Google Suite applications.
8. Proficiency in an IEP web-based management system.
9. Knowledge of Wordpress preferred.
10. Understanding of the principles and practices of financial accounting and reporting procedures consistent with statute, code and GAAP requirements
11. Knowledge of accepted business practices, laws and regulations governing school districts related to budget preparation and administration, risk management, purchasing, transportation, food services, school plant operations and facility planning, or is willing and able to study and attend training to gain this knowledge.
12. Required criminal history check and proof of U.S. citizenship or resident alien status.
13. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Director of Special Services and  
Business Administrator / Board Secretary

**JOB MISSION:** To provide support to the Child Study Team and Director of Special Services to ensure the smooth and efficient operation of the Child Study Team office. To serve as a point of contact for parents and child study team members and offer documentation assistance with outside evaluators, organizations, and school districts.

To assist the Business Administrator in managing the business affairs of the district efficiently and effectively to ensure that educational support services help to achieve the educational goals of the district with the available financial resources.

### PERFORMANCE RESPONSIBILITIES:

### Child Study Team

1. Maintains and keeps up to date all Child Study Team records and files as required; establishes new paper and electronic files for Child Study Team referrals as needed; reviews file organization on a regular basis.
2. Process new referral requests through the IEP web-based management system and monitor the flow of information from receipt of referral to classification, if applicable.
3. Send/receive Child Study Team correspondence of various types (postal mail, email, reports); and document receipt of correspondence received.
4. Serve as contact for out of district evaluators and send/receive documentation/reports to parents.
5. Receives and routes incoming telephone calls, records messages and responds appropriately to requests for information.
6. Orders and maintains office supplies as needed; ensure office equipment is properly maintained.
7. Manage distribution and coordinate with custodial staff maintenance of our classroom FM systems. Prepare purchase orders of replacement parts/new systems when necessary.
8. Works cooperatively with the other secretarial staff in accomplishing general and specific tasks.
9. Trains new teaching staff on the IEP management system and provides ongoing support.
10. Support staff in completion of student IEP progress reports in the web-based system when requested and mail home completed progress reports to all special education and speech only parents or upload to parent portal per the progress reporting schedule.
11. Manage special education information and create new paper and electronic files for special education students who transfer into the district.
12. Serve as contact with Early Intervention Services Coordinator for three-year old EIS children coming into the school district.
13. Manage the flow of documentation received from and returning to the Division of Disability Determination Services.
14. Process all purchase orders through the budgetary accounting system and monitor expenses to ensure the CST department is operating within budget.
15. Validate special education data and submit to the District Technology Coordinator for New Jersey DOE data submission.
16. Validate special education data for ASSA report and special ed Final report.
17. Coordinate material ordering and technology for ACCESS for ELLS state testing and enter data into Genesis student information system.
18. Create documentation and facilitate the preschool lottery process.
19. Support Case Manager and High School CST in preparing files for 8th Grade Transition.
20. Create and process documentation with parents, staff, business administrator office and/sending districts in preparation for and execution of our extended school year program during the summer.

21. Notify staff and therapists of caseload for the new school year. Prepare online and paper files for the new school year and notify teaching staff of new special education students.
22. Performs other tasks relating to the Child Study Team office as may be assigned by Superintendent.

#### Budget and Finance

1. Assists the business administrator/board secretary in the preparation of the annual school budget and helps with the administration of all phases of the budget throughout the year.
2. Assists in keeping accurate and detailed accounts of all financial transactions as prescribed by statute, administrative code and board policy.
3. Assists the BA in auditing claims, invoices and demands against the board.
4. Assists the BA in collecting tuition fees and other moneys due to the board not payable directly to the treasurer of school moneys.
5. Assists in procurement of supplies and equipment for the district in accordance with law and board policies.
6. Assists in administering the district's insurance/risk management program.
7. Implementing hospitalization, major medical and other types of board approved employee benefit plans. Including entering, transferring funds for payroll.
8. Assists the BA in keeping records of the investment of board funds in accordance with statute and board policy.
9. Maintains and processes PO's and List of Bills Monthly

#### Facilities and Operations

1. Assists the BA in overseeing the operation and maintenance of school facilities and custodial, grounds and maintenance services. Helps to maintain required reports.
2. Assists the superintendent and the BA in the implementation of the district's multi-year (3-5 years) comprehensive maintenance plan.
3. Assists in the efficient operation of the district's food services program; ensures that procedures are in accordance with law and regulations.
4. Assists in operation of the student transportation program.
5. Assists in scheduling the use of school buildings and grounds by authorized groups in accordance with board policies.

#### Record Keeping/Reporting

1. Assists in developing and updating policies for all aspects of the school business operation.
2. Assists the BA / board secretary in maintaining the records and papers of the board, and makes public records available for public inspection.
3. Attends meetings and training sessions, representing the school district and reporting items that must be handled by the district.
4. Prior to the annual submission to the executive county superintendent, assists in checking the completed disclosure forms to assure that both required forms have been filed; that all questions have been answered or indicated as not being applicable; and that each copy is signed by an original signature.

#### Board Responsibilities

1. When assigned, attends district school board meetings and speaks on assigned topics.

2. Assists in preparing the official meeting minutes and aids in handling correspondence of the board.
3. Assists in preparing the monthly board agendas.

Miscellaneous

1. Performs such other duties as may be assigned by the business administrator / board secretary and Superintendent.

**EVALUATION OF PERFORMANCE:**

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Date Adopted: 05/16/2022

**LEGAL REFERENCES:**

N.J.S.A. I&A:6-7.1	Criminal history record
N.J.S.A. I&A:16-1	Officers and employees in general
N.J.S.A. I&A:16-2	Physical examinations; requirement
N.J.S.A. 18A:17-2	Tenure of secretarial and clerical employees
NJ.AC. 6:3-4A.4	Requirements of physical examinations
<u>N.J.S.A.</u> 18A:4-14	Uniform system of bookkeeping for all school districts
<u>N.J.S.A.</u> 18A:67.1-7.5	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
<u>N.J.S.A.</u> 18A:12	School Ethics Act
<u>N.J.S.A.</u> 18A:161	Officers and employees in general
<u>N.J.S.A.</u> 18A:171	Removal, etc., of secretaries, assistant secretaries, school administrators and business managers during terms of office
business	
<u>N.J.S.A.</u> 18A:172	Tenure of secretaries, assistant secretaries, school business administrators, business managers and secretarial and clerical employees
<u>N.J.S.A.</u> 18A:1713	Assistant and acting secretaries; appointment, powers and duties
<u>N.J.S.A.</u> 18A:1714	Clerks in the secretary's office
<u>N.J.S.A.</u> 18A:18A	Public School Contract Law
<u>N.J.S.A.</u> 18A:19	Expenditure of Funds; Audit and Payment of Claims
<u>N.J.S.A.</u> 18A:22	Budget and Appropriations
<u>N.J.S.A.</u> 18A:33	Facilities in general
<u>N.J.S.A.</u> 18A:39	Transportation to and from schools
<u>N.J.S.A.</u> 19:60	School election
<u>N.J.S.A.</u> 47:1A	Public access to government records
<u>N.J.A.C.</u> 6A:9-12.7	School business administrator
<u>N.J.A.C.</u> 6A:23	Finance and business services
<u>N.J.A.C.</u> 6A:26	Educational facilities
<u>N.J.A.C.</u> 6A:26-2	Long range facilities plans
<u>N.J.A.C.</u> 6A:26-3	Capital project review

N.J.A.C. 6A:26A

N.J.A.C. 6A:27

N.J.A.C. 6A:30

N.J.A.C. 6A:32

N.J.A.C. 6A:32-3.2

District comprehensive maintenance plans

Student transportation

Evaluation of the performance of school districts

District operations

Requirements for the code of ethics for district board of education members and charter school board of trustees