

Executive Administrative Assistant

Responsibilities, but not limited to:

1. Maintain office appearance
2. Attend to front desk needs including but not limited to answering phones, greeting and directing visitors, answering questions, etc.
3. To enhance Principal / CSA's effectiveness by organizing tasks, acting as a liaison between all Business and Human Resource departments and Personnel, communicating, managing and scheduling appointments & timeframes, researching and providing information and representing the Principal / CSA to others as per needed.
4. Protects the organization by maintaining confidentiality at all times

GENERAL TASK:

1. Partners and serves as a liaison to the School Business Administrator and staff in regard to purchasing, payroll, cash flow, state pension tasks, insurance benefits, public contracts bids and other related tasks
2. Provides alternate coverage for the front office as needed, makes phone calls and addresses family concerns. Welcomes all by greeting them, in person or on the telephone, answering or directing inquiries.
3. Performs daily check of staff attendance, maintenance staffing attendance calendar, and communicates daily staffing needs to Principal / CSA
4. Collects and communicates staff attendance data to both SBA and Principal / CSA for evaluation and reporting/payroll purposes
5. Serves as primary contact for Substitute personnel Agency to ensure that daily staffing needs are met
6. Maintains confidential employee files and records
7. Compose documents as needed by CSA principal;?? collects and analyzes information in conjunction with SBO as needed
8. Maintains ED CSA appointment schedule
9. Plan and coordinate meetings and on-site events as required
10. Record and prepare meeting discussion minutes.
11. Serves as a delegate for the CSA Principal by attending meetings and speaking on Principal's behalf as needed
12. Manages inventory supply and ordering by checking stock to determine inventory level; anticipating needed supplies, placing and expediting orders for supplies; verifying receipt of supplies.
13. Maintains professional and technical knowledge by attending off-site educational workshops, attends all district and state workshops as required.
14. Create forms and promotional materials as needed
15. Plan Employee Appreciation Day
16. Performs other such duties and assignments as directed by the Executive Director.

Finance Procurement

17. Collect all invoices mailed to the school and upload hard copies to the dropbox for processing by the SBO.
18. Deposit cash and checks into appropriate accounts as needed
19. Prepare requisitions forms and order requests for SBA processing

School Business Functions

20. Prepare supply boxes for each classroom at the beginning of each school year which include the following supplies
21. Maintains process for student bus tickets by submitting a transit report to Newark Public Schools.
22. Submit hard copies of state and district reports to appropriate agencies as needed.
23. Assist with the completion of annual reports. ??
24. Assist with the preparation of staff contracts and will issue upon approval by Principal and SBA
25. Maintain confidential employee files.
26. Maintain onboard process of new employees by distributing forms and collecting information:
27. Process substitute certification applications by collecting and delivering the following forms to the Essex County Superintendent's office:
 28. Substitute credential application
 29. Notarized Oath of Allegiance form
 30. Sealed college transcripts proving at least 60 college credit hours (substitute credential) OR signed letter from employer documenting work experience (CTE substitute credential only)



31. Approved criminal history status check
32. Collaborate with SBA to set up schedule for timesheet due dates
33. Collect employee timesheets and adjustments for semi-monthly payroll processing
34. Update and distribute employee handbook
35. Year-end close out
36. Verify that all school property has been returned and issue final live check to all employees
37. Covers and attend to the office and provides alternate coverage as needed, make phone calls and address family concerns

Certification(s)/Degree(s) Required:

Preferred: Bachelor's Degree or relevant qualifications.

Experience in School Management Systems

A minimum of 4 years' proven experience in a similar role.

Good understanding of office administration and basic bookkeeping practices.

Superb written and verbal communication skills.

Excellent organizational and multitasking abilities.

Strong knowledge of MS Office programs.