



Kinnelon Public Schools

Kinnelon, New Jersey

Job Description

TITLE: Administrative Assistant to the Guidance Department and Athletics

JOB QUALIFICATIONS:

1. High School diploma (college or business school a plus)
2. Minimum experience as determined by the board.
3. Effective administrative skills and demonstrated proficiency in data processing and use of automated office equipment, software packages and online applications.
4. Strong organizational skills and efficiency in office procedures and programs.
5. Excellent interpersonal skills and ability to communicate effectively with leaders, parents, students, staff, vendors, and the general public.
6. Effectively prioritizes tasks and makes efficient use of time.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
8. Required criminal history check and proof of U.S. citizenship or resident alien status.
9. New Jersey residency required.

REPORTS TO: Supervisor of Students Services and Supervisor of Athletics, Activities, and PE/Health, K-12

JOB GOAL: To carry out all secretarial and clerical duties relative to the office of Athletics, Student Services and function of the high school.

PERFORMANCE RESPONSIBILITIES (Guidance):

1. Enters computer changes to the Master Schedule as needed.
2. Makes schedule changes for students.
3. Maintains up to date official count of students in each grade for monthly reports.
4. Registers new students.
5. Generates Report Cards
6. Maintains and updates supplies for the guidance office.
7. Maintains up-to-date schedules for each student.
8. Schedules appointments for students, parents, teachers and counselors.
9. Answers phone for counselors/Substance Awareness Coordinator.
10. Assists students with S.A.T. forms, and use of college catalogs.
11. Maintains file of college catalogs on shelves.



Kinnelon Public Schools

Kinnelon, New Jersey

Job Description

12. Processes bedside/home instruction requests.
13. Generates necessary end of the month/year reports.
14. Processes working papers for students.
15. Assists counselors in preparing student schedules for the following year.
16. Produces correspondence and memos for counselors.
17. Makes appointments for college reps.
18. Maintains appointment book and calendar.
19. Posts schedule of visits on one bulletin board.
20. Assists in maintaining guidance bulletin boards.
21. Requests and receives assignments for students who are absent.
22. Processes PSATs Test information and list of students.
23. Types and collates program for Senior Awards Assembly.
24. Sends out follow-up studies of graduates.
25. Performs other such duties as may properly come within the scope of said position or may be requested by a district administrator.

PERFORMANCE RESPONSIBILITIES (Athletic Director):

1. Assists with administrative duties of the Supervisor of Athletics.
2. Assists with incoming athletic supplies.
3. Responsible for recording all clearance of athletic physicals and correspondence to PRM athletics.
4. Cross reference all R-School data and payment submissions.
5. Types and processes purchase orders.
6. Assists Supervisor of Special Projects in arranging event security.
7. Schedules athletic events.
8. Registers game officials.
9. Performs other duties as requested by Supervisor of Athletics and Students Services

TERMS OF EMPLOYMENT: 12 month position, July 1 through June 30th.

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.

Date Approved: April 25, 2024