

CLOSTER PUBLIC SCHOOLS

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Floro M. Villanueva Jr.
Business Administrator/Board Secretary

JOB OPENING – BOARD OFFICE ASSISTANT

ANTICIPATED OPENING:

BOARD OFFICE ASSISTANT

START DATE:

JULY 1, 2026

SUMMARY:

This is a Central Office position, with duties primarily related to information systems, business, and administrative support

JOB REQUIREMENTS:

- Successful office/secretarial experience
- Ability to organize, prioritize, and manage multiple responsibilities & projects
- Proven attention to detail, accuracy, and confidentiality
- Proficiency in Quicken, Microsoft Office, and Google Suite
- Good interpersonal skills

ESSENTIAL DUTIES:

- Arranges meetings, prepares agendas, and handles follow-up as needed.
- Maintains the minutes of Board of Education meetings.
- Helps prepare correspondence and reports from the Business Office.
- Oversees substitute teacher hiring, including applications, credential checks, and substitute lists for Board approval.
- Coordinates the daily assignment of substitute teachers and paraprofessionals with principals.
- Maintains the Student Activities Account, including reports, reconciliations, and deposits.
- Coordinates field trips with school trip organizers, arranges transportation, and secures nurse coverage if needed.
- Manages district assets under GAAP, including tagging, database upkeep, and the fixed asset list.
- Manages the employee attendance information system (Frontline), including reviewing absence reasons.
- Maintains the facility use schedule, secures required documents and Board approval, and prepares billing.
- Coordinates transportation, including parent notices, eligibility checks, bus routes, files, aid-in-lieu, and the annual transported-students report.
- Assists the Payroll and Benefits Coordinator with staff benefits.
- Assists the Supervisor of Buildings and Grounds with vendor scheduling and custodial and maintenance work days.
- Performs other duties as assigned by the Business Administrator.

APPLICATIONS ARE DUE JUNE 18, 2026

This position is subject to annual appointment under an individual contract with the Closter Board of Education. The salary range is \$51,000 to \$54,000. The salary offered will reflect the applicant's experience, qualifications, and skills. The position also includes a full benefits package, including medical, prescription, and dental coverage, as well as sick, personal, and vacation leave.