

Title: Assistant Board Secretary

Qualifications:

1. High School diploma.
2. Demonstrated organizational, communication and interpersonal skills.
3. Knowledge of New Jersey facility certification(s) and inspection schedules.
4. Required criminal history review.

Job Responsibilities:

1. Oversees the operation and maintenance of all school facilities and supervises maintenance services.
2. Ensures that all local, state/federal standards for the health and safety of students and staff are maintained and that required reports are submitted.
3. Research and furnish information as requested by the Board of Education.
4. Notifies the New Jersey School Boards Association of the names of newly-elected or appointed school board members in a timely manner to ensure the fulfillment of training required by the School Ethics Act.
5. Assist in the preparation of agenda items and supporting documents to be considered at each Board meeting and distribute both to Board members prior to each meeting.
6. Under the direction of the Business Administrator, assist in overseeing support staff employees including, but not limited to, custodians, secretaries and van/bus drivers.
7. Assists the Business Administrator in the payroll verification process as required by law.
8. Performs such other duties as may be prescribed by law or assigned by the superintendent or the board.
9. Establishes and recommends priorities on repair projects.

Salary Range: \$10,000-16,000 (commensurate with experience)

Evaluation:

1. Performance of this position will be evaluated annually in accordance with provisions of state law, administrative code, and the Fairview Board of Education policy.

Board of Education approved: February 5, 2019