



**HACKENSACK PUBLIC SCHOOLS**  
191 Second Street, Hackensack, NJ 07601

**JOB DESCRIPTION**

<b>TITLE:</b>	Drop-in Administrative Assistant - School Based Youth Services Program (SBYSP)	
<b>REPORTS TO:</b>	Drop-In Director	
<b>DATE APPROVED:</b>	Readopted – August, 2020	<b>BY:</b> Board of Education

**NATURE AND SCOPE OF JOB:**

Performs confidential secretarial and clerical responsibilities necessary for an efficient and effective office that assists administrators and supervisors in the performance of their responsibilities.

**QUALIFICATIONS:**

1. Have earned a high school diploma or equivalent.
2. Have a minimum of two years of successful experience in a related secretarial or office position, or be a graduate of a recognized program of secretarial studies.
3. Demonstrate excellent secretarial skills, including at least 50 words per minute at the keyboard with a minimum of errors, general bookkeeping skills, skills in stenography or use of dictating equipment, organizational and filing skills, and the ability to use electronic equipment for word processing, data management, information retrieval, visual presentations and telecommunications.
4. Be proficient in the use of Microsoft Office, Google documents or an equivalent computer program.
5. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
6. Demonstrate appropriate telephone etiquette, with proper voice inflection.
7. Have excellent integrity and demonstrate good moral character and initiative.
8. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community, including difficult and emotional situations.
9. Demonstrate aptitude and competence for assigned responsibilities.
10. Provide proof of U.S. citizenship or legal resident alien status and required criminal background check.
11. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.

**TERMS OF EMPLOYMENT:**

Twelve (12) month work year; salary and benefits negotiated; and all conditions established by the laws of the State of New Jersey, and policies and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

**PERFORMANCE RESPONSIBILITIES:**

1. Performs administrative assistant and clerical tasks of a varied nature, some of which may be unique to the assigned office, requiring a thorough knowledge of the rules and regulations of the schools and school system, the School Based Youth Services Program (SBYSP) and the frequent exercise of independent judgment.
2. Handles mail and correspondence of the office, responding to routine requests for information, and transcribing, word processing, and proofing letters and responses.
3. Ensures that all communications from the office meet proper written and oral English standards.
4. Greets visitors and answers telephone calls in a pleasant and efficient manner, communicating

effectively in routine, sensitive, and confidential matters.

5. Maintains an efficient and well organized electronic and paper data collection and filing systems, including confidential files.
6. Arranges appointments and maintains a schedule for the administrator.
7. Assists the administrator in the preparation of reports and documents by gathering and organizing data, performing research, creating graphics and displays, using word processing and data management, creating an attractive presentation, copying, collating, and transmitting or distributing final products.
8. Creates forms, compiles and organizes data and information necessary for the efficient operation of the office, the completion of required district and State data collections, and the completion of the administrator's responsibilities.
9. Arranges meeting details, prepares agendas and materials, and handles follow-up activities.
10. Maintains financial records for the accounts and budgets assigned to the office, preparing and monitoring purchase orders, checking in purchased materials, maintaining balances, and performing other bookkeeping tasks if assigned.
11. Orders and maintains office supplies and provides for the maintenance and repair of equipment.
12. Creates and maintains a clean, attractive, orderly, safe and efficient office environment.
13. Recommends to the administrator improvements needed in office procedures or operations.
14. Communicates to the administrator any unusual situations. Advise immediately of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol, or controlled substances.
15. Assists the administrator in handling interruptions and emergencies.
16. Works cooperatively with staff in other offices with the completion of large or time sensitive project or emergencies.
17. Maintains a safe working condition and operates electronic and other equipment needed to carry out job functions and responsibilities.
18. Provide program and community information and resources to students and parents in person or via electronic communication.
19. Attends required staff meetings and serves as appropriate, on staff committees.
20. Keeps informed about school and District activities, requirements of the law and code, Board policy and regulations, and other information necessary for the functioning of the office.
21. Continues to grow through collaboration with fellow staff members and participation in appropriate staff development and workshop programs.
22. Displays ethical and professional behavior in working with everyone who communicates or is associated with the office. Serves as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, accepting responsibility, and an effective work ethic.
23. Protects confidentiality of records and information about students and staff, and use discretion when sharing any such information within legal confines.
24. Adheres to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, SBYSP procedures, and contractual obligations.
25. Performs any duties and responsibilities that are within the scope of employment, as assigned by the administrator or supervisor, and not otherwise prohibited by law or regulations.
26. All other duties as assigned by Superintendent and SBYSP Program Director.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of this position. Reasonable accommodations

may be made to enable individuals with disabilities to perform the essential responsibilities and functions of this position.

Unless reasonable accommodations can be made while performing this job, the staff member shall:

1. Sitting, standing and walking for required periods of time.
2. Speaking, listening and visual acuity.
3. Use close vision, color vision, peripheral vision and depth perception along with the ability to adjust focus.
4. Able to communicate effectively in English, verbally and in writing, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
5. Use strength to lift and/or move up to a maximum of 20 pounds to perform the functions of the job.
6. Reaching, lifting, bending, kneeling, stooping, pushing, pulling, finger dexterity, and repetitive motions, to handle objects and operate tools, computers, and/or controls.

**ENVIRONMENTAL DEMANDS:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with New Jersey State Law and the provisions of Board policy on evaluations.