

NUTLEY PUBLIC SCHOOLS
NUTLEY, NEW JERSEY

SCHEDULE F

Job Title: ADMINISTRATIVE ASSISTANT/GENERAL AND STUDENT ACTIVITIES

Qualifications: An administrative certificate with supervisor, vice principal and principal endorsements.

Duties and Responsibilities:

1. To be responsible for the instruction and supervision of assigned departmental areas, including the library-media center (audio-visual).
2. To be responsible for the student discipline in grades 9 and 10 and to conduct parental conferences associated with behavioral problems.
3. To orient new teachers and assist in their adjustment in the high school.
4. To be responsible for all special reports (Middle States, State, County).
5. To organize and act as administrative representative on the Faculty Senate and Parents' Council.
6. To plan and develop all assembly programs.
7. To be responsible for the articulation of all programs between the Franklin School and the high school and between the high school and institutions of higher learning.
8. To assume responsibility for school publicity - in particular, work with the English department relative to The Nutley Sun school page.
9. To prepare and develop with the Business Office the student activities calendar.
10. To be responsible for co-curricular and other special activities - i.e. - A.F.S., school publications, drama programs, Honor Society, Student Advisory Board.
11. To coordinate all student council, class and club activities.
12. To serve as co-chairman of graduation committee and to organize and supervise commencement rehearsals.
13. To oversee all State Compensatory Education (SCE) mandates as they relate to the high school.
14. To supervise the Cooperative Education Advisory Committee.

ADMINISTRATIVE ASSISTANT, HIGH SCHOOL

15. To review and update the Student Handbook.
16. To supervise class ranking and transcript development.
17. To represent the high school on the Nutley High School Parents' Council and the P.T.A. Council.
18. To coordinate the Summer School program.
19. To be responsible for any other duties assigned by the principal.

Dated: November 19, 1984