

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

---

**JOB DESCRIPTION**

I. Title: Accounts Payable Administrative Assistant

II. Qualifications:

- A. Minimum of a high school diploma or its equivalent.
- B. Experience and/or training in bookkeeping and general clerical skills.
- C. Excellent interpersonal and customer service skills necessary for the handling of confidential information and providing high quality service both internally and externally.
- D. Effective time management, problem-solving, organizational, and written and verbal skills.
- E. Experience with computer applications, e.g., Microsoft Office, as well as familiarity with the Google suite and other web-based applications.
- F. Ability to quickly learn and adapt to new procedures, computer applications, and software systems, including those currently used and ones adopted by the district.
- G. Ability to work independently, as appropriate, analyze a situation accurately, and implement an effective course of action.
- H. Ability to work effectively as a team member and to collaborate on group projects to ensure their successful completion.

III. Position summary:

Serves a liaison between school district and vendors with regard to accounts payable.

IV. Reports to: School Business Administrator/Board Secretary

V. Major Duties and Responsibilities:

- A. Compiles and completes reports, as directed.
- B. Distributes department mail.
- C. Researches and verifies payments to be made.
- D. Prepares bills for payment.
- E. Verifies and mails check.
- F. Composes correspondence as necessary.
- G. Assists auditors with annual audit.

VI. Terms of Employment: Twelve months; REA Class II

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

---

VII. Evaluation: In accordance with Board policy on evaluation of staff.



---

Daniel Fishbein, Ed.D  
Superintendent of Schools

*Approved by Board:* 10/26/2009  
*Revised by Board:* 05/01/2017

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

---

**JOB DESCRIPTION**

I. Administrative Assistant to Elementary School Principal

II. Qualifications:

- A. Minimum of a high school diploma or its equivalent.
- B. Excellent interpersonal and customer service skills necessary for the handling of confidential information and providing high quality service both internally and externally.
- C. Effective time management, problem-solving, organizational, and written and verbal skills.
- D. Experience with computer applications, e.g., Microsoft Office, as well as familiarity with the Google suite and other web-based applications.
- E. Ability to quickly learn and adapt to new procedures, computer applications, and software systems, including those currently used and ones adopted by the district.
- F. Ability to work independently, as appropriate, analyze a situation accurately, and implement an effective course of action.
- G. Ability to work effectively as team member and to collaborate on group projects to ensure their successful completion.
- H. Update student information system.

III. Position Summary:

Facilitate the efficient operation of school office and provide clerical services to the Principal. Handle confidential information and frequent contact with all levels of district personnel and the general public.

IV. Reports to: Principal

V. Major Duties and Responsibilities:

- 1. Greet, monitor, and record the entry and exit of school visitors for security purposes. Facilitate visitor entry and exit, as needed. Ensure that visitors display proper identification.
- 2. Provide general secretarial support to the Principal, including the handling of correspondence, monthly report, weekly memos, scheduling appointments for the principal, and answering phones.
- 3. Handle Kindergarten registration and student file maintenance, including updating student information system student records.
- 4. Organization of emergency contact information/changes and files.
- 5. Management of substitute teachers, including coordination of substitutes for staff development programs.
- 6. Facilitate teacher observations, evaluations, and teacher schedules.

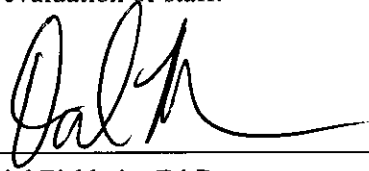
**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

---

7. Handle personnel file management.
8. Handle standardized testing files.
9. Distribute Interoffice mail and keys.
10. Complete and submit enrollment figures and state reports.
11. Communicate with HSA, as needed.
12. Complete special projects, as assigned by the Principal.

VI. Terms of Employment: Eleven months; REA Class II

VII. Evaluation: In accordance with Board policy on evaluation of staff.



---

Daniel Fishbein, Ed.D  
Superintendent of Schools

*Approved by Board:* 10/26/2009  
*Revised:* 05/01/2017

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

---

**JOB DESCRIPTION**

I. Title: Administrative Assistant – Guidance Department – High School

II. Qualifications:

- A. Minimum of a high school diploma or its equivalent.
- B. Excellent interpersonal and customer service skills necessary for the handling of highly confidential information and providing high quality service both internally and externally.
- C. Effective time management, problem-solving, organizational, and written and verbal skills.
- D. Experience with computer applications, e.g., Microsoft Office, as well as familiarity with the Google suite and other web-based applications.
- E. Ability to quickly learn and adapt to new procedures, computer applications, and software systems, including those currently used and ones adopted by the district.
- F. Ability to work independently, as appropriate, analyze a situation accurately, and implement an effective course of action.
- G. Ability to work effectively as a team member and to collaborate on group projects to ensure their successful completion.
- H. Knowledge of school district organization and operations preferred.

III. Position Summary:

To ensure the smooth and efficient operation of the Guidance office so that the maximum positive impact on the education of children can be realized.

IV. Reports to: Assistant Principal: Guidance, Curriculum, and Instruction

V. Major Duties and Responsibilities:

- A. Meetings
  - 1. Schedule all parent, student, and staff meetings.
  - 2. Coordinate and set-up of all evening parent meetings.
  - 3. Coordinate meeting dates for Booster Calendar and School Academic Calendar.
  - 4. Schedule 504 Accommodation Plan meetings, and maintain a database of all eligible students to be distributed at beginning of the school year, prior to mid-terms exams, and end-of-year exams.
  - 5. Coordinate and prepare for New Teacher Orientation meeting.
  - 6. Prepare materials for the eighth grade presentation.

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

---

- B. Scholarships
    - 1. Prepare applications and finalize for:
      - a) National Merit Scholarship
      - b) Byrd Scholars
      - c) President's Education Awards
    - 2. Assist supervisor in all preparations for Senior Awards Ceremony.
  - C. Printed Materials Publications
    - 1. Update and print the following:
      - a) Annual RHS School Profile
      - b) Evaluations/Observations
      - c) RHS Curriculum Guide
      - d) Parent Presentations
      - e) State Report
      - f) School Reports
    - 2. Design certificates for President's Education Awards.
    - 3. Prepare all correspondence.
  - D. Reports
    - 1. Obtain student mobility information from middle schools and prepare report.
    - 2. Organize and prepare statistical reports related to AP, HSPA, and Terra Nova testing.
    - 3. Collaborates with Data Coordinator.
  - E. Testing
    - 1. Oversee with supervisor all aspects of AP testing including proctoring training directions, room assignments, and collection of monies
    - 2. Coordinate and prepare for state-wide and local testing – SAT, PSAT, PARCC, and ACT.
  - F. Other Responsibilities
    - 1. Maintain and updating Guidance Library.
    - 2. Prepare and distribute electronic communications from the Guidance Department via the student information system.
    - 3. Maintain a database of all professional hours of Supervisor's staff including Guidance Counselors, Child Study Team, and Special Program's teachers.
    - 4. Direct and oversee the work of the two guidance secretaries.
- VI. Terms of Employment: Twelve months; REA Class II
- VII. Evaluation: In accordance with Board policy on evaluation of staff.



---

Daniel Fishbein, Ed.D  
Superintendent of Schools

*Approved by Board:* 10/26/2009  
*Revised by Board:* 05/01/2017

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

---

**JOB DESCRIPTION**

I. Title: Administrative Assistant to High School or Middle School Principal

II. Qualifications:

- A. Minimum of a high school diploma or its equivalent.
- B. Excellent interpersonal and customer service skills necessary for the handling of confidential information and providing high quality service both internally and externally.
- C. Effective time management, problem-solving, organizational, and written and verbal skills.
- D. Experience with computer applications, e.g., Microsoft Office, as well as familiarity with the Google suite and other web-based applications.
- E. Ability to quickly learn and adapt to new procedures, computer applications, and software systems, including those currently used and ones adopted by the district.
- F. Ability to work independently as appropriate, analyze a situation accurately, and implement an effective course of action.
- G. Ability to work effectively as a team member and to collaborate on group projects to ensure their successful completion.

III. Position Summary:

Facilitate the efficient operation of administration office and provide administrative assistance to Principal. Handle confidential information and frequent contact with all levels of district personnel, outside agencies and the general public.

IV. Report to: Principal

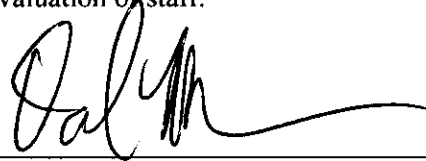
V. Major Duties and Responsibilities:

- A. Organize and manage the routine work activities of the Principal's office.
- B. Collaborate work activity of other secretarial staff in main office.
- C. Provide general secretarial support to the Principal and other staff, as assigned.
- D. Assist in compiling information for preparing various reports as assigned by the principal.
- E. Receive incoming calls; take reliable messages and route all to appropriate staff.
- F. Maintain files for the Principal, including personnel and office communications.
- G. Process purchase orders and track receipt of orders in budgetary accounting system.
- H. Maintain and update files in the cloud drive, as well as maintain and update the school website.
- I. Schedule meetings and conferences for the Principal.
- J. Promote positive school and community relations.
- K. Perform routine bookkeeping tasks, as directed.

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

---

- L. Maintain confidentiality and security of information and records for all areas of the school.
  - M. Perform other duties, as assigned by the Principal.
- VI. Terms of Employment: Twelve months – REA Class II
- VII. Evaluation: In accordance with Board policy on evaluation of staff.



---

Daniel Fishbein, Ed.D  
Superintendent of Schools

*Approved by Board: 10/26/2009*  
*Revised: 05/01/2017*



**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

---

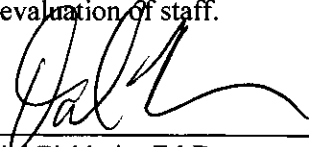
**JOB DESCRIPTION**

- I. Title: Administrative Assistant/Information Technology Coordinator
  
- II. Qualifications:
  - A. Minimum of a high school diploma or its equivalent.
  - B. Excellent interpersonal and customer service skills necessary for the handling of confidential information and providing high quality service both internally and externally.
  - C. Effective time management, problem-solving, organizational, and written and verbal skills.
  - D. Experience with computer applications, e.g., Microsoft Office, as well as familiarity with the Google suite and other web-based applications.
  - E. Ability to quickly learn and adapt to new procedures, computer applications, and software systems, including those currently used and ones adopted by the district.
  - F. Ability to work independently, as appropriate, analyze a situation accurately, and implement an effective course of action.
  - G. Ability to work effectively as a team member and to collaborate on group projects to ensure their successful completion.
  
- III. Position Summary:
  - A. Coordinate day-to-day operations of the Information Technology department.
  - B. Support the Manager of Information Technology in facilitating communications by organizing and prioritizing Information Technology department projects, schedules, meetings, and calendars.
  - C. Maintain department budget, contracts, and confidential personnel records.
  
- IV. Major Duties and Responsibilities:
  - A. Oversee IT operating budget.
  - B. Responsible for IT purchase orders, including creating requisitions, receiving orders in the budgetary accounting systems, and running reports.
  - C. Administer Federal E-Rate program, which includes solicitation of bids (Form 470), Acceptance of bids (Form 471) and Application for Reimbursement (Form 472 – BEAR).
  - D. Manage helpdesk and respond to all issues in a timely manner.
  - E. Serve as first level response for Ed Center IT issues.
  - F. Support access to all network and software applications.
  - G. Facilitate communication of IT related information.
  - H. Perform such other duties, as may be assigned.
  
- V. Terms of Employment: Twelve months; REA Class I

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

---

VI. Evaluation: In accordance with Board policy on evaluation of staff.



---

Daniel Fishbein, Ed.D  
Superintendent of Schools

*Approved by Board:* 05/01/2017  
*Revised:* 06/05/2017  
*Revised:* 05/06/2019

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

---

**JOB DESCRIPTION**

I. Administrative Assistant (Technical Assistant) Special Programs

II. Qualifications:

- A. Minimum of high school diploma or its equivalent.
- B. Excellent interpersonal and customer service skills necessary for the handling of confidential information and providing high quality service both internally and externally.
- C. Effective time management, problem-solving, organizational, and written and verbal skills.
- D. Experience with computer applications, e.g., Microsoft Office, as well as familiarity with the Google suite and other web-based applications.
- E. Ability to quickly learn and adapt to new procedures, computer applications, and software systems, including those currently used and ones adopted by the district.
- F. Ability to work independently, as appropriate, analyze a situation accurately, and implement an effective course of action.
- G. Ability to work effectively as a team member and to collaborate on group projects to ensure their successful completion.

III. Position Summary:

Perform administrative secretarial duties entailing a high degree of responsibility, discretion, and confidentiality.

IV. Reports to: Director of Special Programs

V. Major Duties and Responsibilities:

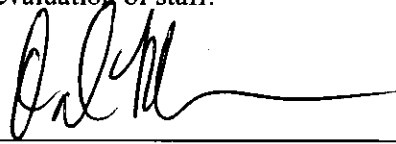
- A. Manages all therapist contracts for private services for Special Education students.
- B. Prepares requisitions for purchase orders, and tracks and records receipt of order in the budgetary accounting system.
- C. Tracks referrals, declassified students, and home instruction.
- D. Prepares reports and complies data required by law, administrative code, and Board policy.
- E. Performs specialized and confidential assignments as required, including other tasks related to the efficient operation of Special Programs Office.

VI. Terms of Employment: Twelve months; REA Class II

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

---

VII. Evaluation: In accordance with Board policy on evaluation of staff.



---

Daniel Fishbein, Ed.D  
Superintendent of Schools

*Approved by Board: 05/01/2017*

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

---

**JOB DESCRIPTION**

I. Title: Assistant Payroll Accountant

II. Qualifications:

- A. Minimum of a high school diploma or its equivalent.
- B. Experience in payroll preferred.
- C. Excellent interpersonal and customer service skills necessary for the handling of confidential information and providing high quality service both internally and externally.
- D. Effective time management, problem-solving, organizational, and written and verbal skills.
- E. Experience with computer applications, e.g., Microsoft Office, as well as familiarity with the Google suite and other web-based applications.
- F. Ability to quickly learn and adapt to new procedures, computer applications, and software systems, including those currently used and ones adopted by the district.
- G. Ability to work independently, as appropriate, analyze a situation accurately, and implement an effective course of action.
- H. Ability to work effectively as a team member and to collaborate on group projects to ensure their successful completion.

III. Position Summary:

To complete the detail and written work and to coordinate other matters essential to the efficiency and effectiveness of the administrative supervisor.

IV. Reports to: Payroll Supervisor

V. Major Duties and Responsibilities:

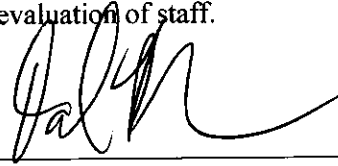
- A. Prepares reports and checks for proper agencies covering all deductions.
- B. Maintains records covering all deductions for State and Federal tax reports.
- C. Establishes, maintains, and revises payroll files, if necessary.
- D. Computes wages of entire staff making necessary deductions.
- E. Handles confidential information relative to payroll.
- F. Researches and compiles material for supervisor.
- G. Keeps, as directed, extensive and detailed system wide records.
- H. Reconciles accounts.
- I. Handles pension and reconciles pensions reports.
- J. Files reports, letters, memorandums, etc.
- K. Process hourly payroll.
- L. Assist Business Administrator and/or Payroll Supervisor with gathering payroll materials for the purpose of negotiation preparation.

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

---

VI. Terms of Employment: Twelve months; REA Class II

VII. Evaluation: In accordance with Board policy on evaluation of staff.



---

Daniel Fishbein, Ed.D  
Superintendent of Schools

*Approved by Board:* 10/26/2009  
*Revised:* 05/01/2017  
*Revised:* 06/05/2017  
*Revised:* 05/06/2019

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

---

**JOB DESCRIPTION**

I. Title: Benefits Coordinator

II. Qualifications:

- A. Minimum of a high school diploma or its equivalent.
- B. Excellent interpersonal and customer service skills necessary for the handling of confidential information and providing high quality service both internally and externally.
- C. Effective time management, problem-solving, organizational, and written and verbal skills.
- D. Experience with computer applications, e.g., Microsoft Office, as well as familiarity with the Google suite and other web-based applications.
- E. Ability to quickly learn and adapt to new procedures, computer applications, and software systems, including those currently used and ones adopted by the district.
- F. Ability to work independently, as appropriate, analyze a situation accurately, and implement an effective course of action.
- G. Ability to work effectively as a team member and to collaborate on group projects to ensure their successful completion.

III. Position Summary:

The Benefits Coordinator provides support to employees regarding benefits in the district. S/he performs all transactional duties in relation to administering medical and dental, as well as other benefits. S/he may assist in the counseling of employees regarding the use of benefits. S/he may assist in delivering benefits orientation to new employees. S/he maintains all benefits records.

IV. Reports to: School Business Administrator/Board Secretary or designee

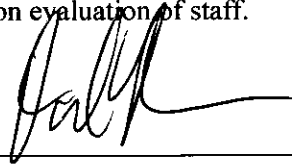
V. Major Duties and Responsibilities:

- A. Assist employees with enrolling in medical and dental insurance plans, including the explanation of benefits and enrollment procedures.
- B. Confer with employees about eligibility and other issues.
- C. Process enrollments quickly and accurately.
- D. Assist with the resolution of employee enrollment with insurance providers and other benefits.
- E. Assist with the administration of COBRA, LOAs, and FMLA, as they relate to benefits requirements in the district.
- F. Review monthly billing for benefits reconciliations and deductions.
- G. Prepare reports and respond to inquiries and correspondence associated with the district employee health benefit plans and the district workers' compensation insurance.
- H. Serve as a liaison for inquiries regarding student accident insurance.

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

---

- I. Work closely with Human Resources on benefits-related issues.
  - J. Assist with the gathering of demographic statistics and benefit census data, for scattergrams used for negotiation purposes.
  - K. Maintains confidential documents for all employees enrolled in health and other insurance programs.
  - L. Assist with other Business Office/Human Resources functions, as directed by supervisor.
- VI. Terms of Employment: Twelve months; REA Class I
- VII. Evaluation: In accordance with Board policy on evaluation of staff.



---

Daniel Fishbein, Ed.D  
Superintendent of Schools

*Approved by Board:* 10/26/2009  
*Revised:* 05/01/2017  
*Revised:* 05/06/2019



**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

---

**JOB DESCRIPTION**

I. Title: General Secretary – Elementary School

II. Qualifications:

- A. Minimum of a high school diploma or its equivalent.
- B. Excellent interpersonal and customer service skills necessary for the handling of highly confidential information and providing high quality service both internally and externally.
- C. Effective time management, problem-solving, organizational, and written and verbal skills.
- D. Experience with computer applications, e.g., Microsoft Office, as well as familiarity with the Google suite and other web-based applications.
- E. Ability to quickly learn and adapt to new procedures, computer applications, and software systems, including those currently used and ones adopted by the district.
- F. Ability to work independently as appropriate, analyze a situation accurately, and implement an effective course of action.
- G. Ability to work effectively as a team member and to collaborate on group projects to ensure their successful completion.
- H. Knowledge of school district organization and operations preferred.

III. Position Summary:

To contribute to the efficient operation of a school office so that it can play its effective part in the education process.

IV. Reports to: Principal

V. Major Duties and Responsibilities:

- A. Greet, monitor, and record the entry and exit of school visitors for security purposes. Facilitate visitor entry and exit as needed. Ensure that visitors display proper identification.
- B. Work with Child Study Team to schedule meetings, prepare agendas, and type reports.
- C. Perform Media Center clerical duties.
- D. Assist in compiling information for various projects at the request of the principal.
- E. Receive incoming calls, take reliable messages, and route all to appropriate staff.
- F. Provide office support to the nurse.
- G. Track student and staff attendance including absence verification and classroom aides' attendance.
- H. Maintain fire and security drill log, and submit to the Education Center at the end of each month.
- I. Create requisitions for textbook and supply orders, and confirm receipt of all orders on a timely basis to facilitate timely payment of invoices by the Business Office.
- J. Manage petty cash and other school-level funds, as well as line item tracking for school budget.

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

---

- K. Prepare newsletters and other school publications for email distribution and posting on the website.
  - L. Prepare and disseminate mailings via the student information system.
  - M. Handle copier service maintenance.
  - N. Create master building calendar, and schedule of building use.
  - O. Such other duties, as may be assigned by the Principal.
- VI. Terms of Employment: Ten months; REA Class IV
- VII. Evaluation: In accordance with Board policy on evaluation of staff.



---

Daniel Fishbein, Ed.D  
Superintendent of Schools

*Approved by Board:* 10/26/2009  
*Revised:* 05/01/2017

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

---

**JOB DESCRIPTION**

I. Title: Guidance Secretary –High School

II. Qualifications:

- A. Minimum of a high school diploma or its equivalent.
- B. Excellent interpersonal and customer service skills necessary for the handling of confidential information and providing high quality service both internally and externally.
- C. Effective time management, problem-solving, organizational, and written and verbal skills.
- D. Experience with computer applications, e.g., Microsoft Office, as well as familiarity with the Google suite and other web-based applications.
- E. Ability to quickly learn and adapt to new procedures, computer applications, and software systems, including those currently used and ones adopted by the district.
- F. Ability to organize and prioritize tasks in order to complete projects successfully and efficiently.
- G. Ability to work effectively as a team member and to collaborate on group projects to ensure their successful completion.

III. Position Summary:

Responsible for support and assistance to the guidance office to promote the effective and efficient operation of the office, including student enrollment, withdrawal activities, student records, reports and reference materials, and compliance with District, State, and Federal guidelines. Assist Assistant Principal: Guidance, Curriculum, and Instruction, Guidance Counselors, and students in administering services for an effective guidance program.

IV. Reports to: Assistant Principal: Guidance, Curriculum, and Instruction

V. Major Duties and Responsibilities:

- A. Records:
  - 1. Maintain up-to-date records for all students.
  - 2. Maintain all grade changes, record of transcript requests, schedule changes, etc.
  - 3. Enter student information into database.
  - 4. Forward records for necessary departments.
- B. Transcripts:
  - 1. Process senior transcripts and recommendations to colleges with first quarter, mid-year grade reports, and final transcripts.
  - 2. Update college admissions on the Naviance program.
  - 3. Process underclassman transcripts, when requested.

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

---

- C. Testing:
  - 1. Upload all standardized test scores through our Naviance program, i.e., SAT, ACT, PARCC, NJBCT, PSAT.
- D. Scholarships:
  - 1. Revise and update Local Scholarship Booklet.
  - 2. Distribute applications to Committee chairs.
  - 3. Maintain database of all recipients.
  - 4. Maintain scholarship database, both local and national, and post monthly schedule.
  - 5. Help coordinate annual Senior Awards Ceremony.
- E. College Admissions:
  - 1. Schedule appointments for college representatives from September through December, and maintain a log of current representatives' names.
  - 2. Collaborate with Director and counselors to execute annual College Night, including a mass mailing to over 200 colleges and recording their response.
- F. Additional Responsibilities:
  - 1. Maintain a file for student summer opportunities.
  - 2. Handle confidential material relating to supervisor's position.
  - 3. Coordinate all graduation related tasks, i.e., ordering and sorting diplomas, collection of fines, etc.
  - 4. Produce Senior Survey and provide assistance with related reports.

VI. Terms of Employment: Ten months; REA Class IV

VII. Evaluation: In accordance with Board policy on evaluation of staff.



---

Daniel Fishbein, Ed.D  
Superintendent of Schools

*Approved by Board:* 10/26/2009  
*Revised:* 05/01/2017

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

---

**JOB DESCRIPTION**

I. Guidance Secretary/Registrar

II. Qualifications:

- A. Minimum of a high school diploma or its equivalent.
- B. Excellent interpersonal and customer service skills necessary for the handling of confidential information and providing high quality service both internally and externally.
- C. Effective time management, problem-solving, organizational, and written and verbal skills.
- D. Experience with computer applications, e.g., Microsoft Office, as well as familiarity with the Google suite and other web-based applications.
- E. Ability to quickly learn and adapt to new procedures, computer applications, and software systems, including those currently used and ones adopted by the district.
- F. Ability to organize and prioritize tasks in order to complete projects successfully and efficiently.
- G. Ability to work effectively as a team member and to collaborate on group projects to ensure their successful completion.

III. Position Summary:

Responsible for support and assistance to the guidance office to promote the effective and efficient operation of the office, including student enrollment, withdrawal activities, maintaining accurate student records, reports and reference materials, ensuring compliance with District, State, and Federal guidelines. Assist Assistant Principal: Guidance, Curriculum, and Instruction, Guidance Counselors, and students in administering services for an effective guidance program.

IV. Reports to: Assistant Principal: Guidance, Curriculum, and Instruction

V. Major Duties and Responsibilities:

A. Registrations:

- 1. Process 9<sup>th</sup> grade re-registration.
- 2. Review records/documentations of residency.
- 3. Arrange appointments with Guidance Counselors for student scheduling.
- 4. Enter student information into database.
- 5. Forward records for necessary departments.
- 6. Finalize registration process, e.g., requesting records, maintaining files, and updating prior school records.

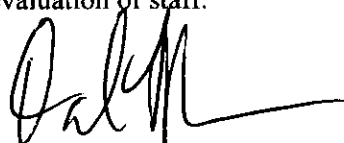
B. Transcripts:

- 1. Process senior transcripts and recommendations to colleges with first quarter, midyear grade reports, and final transcripts.

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

---

2. Update college admissions on the Naviance program.
  3. Process underclassman transcripts when requested.
  4. Complete graduate transcripts and telephone verification for students who graduated or withdrew.
- C. Testing:
1. Affix labels to files on permanent record cards of SAT, ACT, PARCC, AP, PSAT, and any other testing administered throughout the 4 years.
  2. Handle heavy phone volume – requesting transcripts, registration questions, enrollment verification, etc.
- D. Handbook/Printed Material:
1. Update, edit, revise, and print the following catalogs: RHS Course Catalog, 8<sup>th</sup> Grade Handbook, and 11<sup>th</sup> Grade College Handbook.
- E. Scholarships – Gruenberg Scholarship and Kraft Scholarship:
1. Prepare folders for each scholarship.
  2. Act as contact for committee members.
  3. Help where needed with Senior Awards Ceremony.
- F. Summer:
1. Schedule all summer appointments for registration.
  2. Change over files and set up files for incoming 9<sup>th</sup> graders.
  3. Mail all graduate final transcripts to colleges.
  4. Send records to schools in which students are transferring/moving.
  5. Prepare transcripts for underclassman for recruiting coaches.
  6. Prepare transcripts for eligibility (NCAA).
- G. Additional Responsibilities:
1. Schedule appointments for college representatives visits to Ridgewood High School.
  2. Work closely with guidance counselor preparing Governor School preparations.
  3. Prepare correspondence with parents throughout the school year.
  4. Prepare counselor reports, as necessary (Naviance).
  5. Handle confidential material.
  6. Process college applications and assist counselors in preparation and submission of all recommendations, transcripts, etc.
- VI. Terms of Employment: Twelve months; REA Class IV
- VII. Evaluation: In accordance with Board policy on evaluation of staff.



---

Daniel Fishbein, Ed.D  
Superintendent of Schools

Approved by Board: 10/26/2009  
Revised: 05/01/2017

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

---

**JOB DESCRIPTION**

I. Title: Lead Secretary

II. Qualifications:

- A. Minimum of a high school diploma or its equivalent.
- B. Prior school/district secretary or administrative assistant and accounting/bookkeeping experience preferred.
- C. Effective time-management, problem-solving, organizational, human relations, and written and verbal communication skills.
- D. The abilities to maintain confidentiality, communicate and work effectively with staff, administrators, vendors/consultants/professionals, and others in job-related areas.
- E. The abilities to function independently, as appropriate, analyze a situation accurately, and adopt and implement an effective course of action.
- F. Ability to work effectively as a team member and to collaborate on group projects to ensure their successful completion.
- G. Experience with computer applications, e.g., Microsoft Office, as well as familiarity with the Google suite and other web-based applications.
- H. Ability to quickly learn and adapt to new procedures, computer applications, and software systems, including those currently used and ones adopted by the district.
- I. Such alternatives to the above qualifications, as may be allowed by law and acceptable to the Board.

III. Position Summary:

With moderate to regular administrative oversight and subject to other secretarial/supervisory oversight or coordination of work, this position organizes, monitors, and completes designated department responsibilities.

IV. Reports to: Department Supervisor(s)

V. Major Duties and Responsibilities:

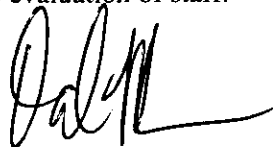
- A. Provides primary, daily administrative support in the assigned department(s), including maintaining calendars, scheduling appointments, answering calls, and maintaining files.
- B. Requests quotes, creates purchase orders, and records receipt of orders in budgetary accounting system. Runs appropriate reports to monitor department budgets.
- C. Supports supervisor's workload by providing assistance creating and editing various documents, including correspondence, forms, spreadsheets, presentations, and flyers.
- D. Utilizes student information system to send electronic communications, as needed.
- E. Assists with the planning and execution of department events, as required.
- F. Performs such other duties, as may be assigned.

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

---

VI. Terms of Employment: Ten months; REA Class III

VII. Evaluation: In accordance with Board policy on the evaluation of staff.



---

Daniel Fishbein, Ed.D  
Superintendent of Schools

*Approved by Board: 05/01/2017*



**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

---

**JOB DESCRIPTION**

I. Title: General Secretary – High School and Middle School

II. Qualifications:

- A. Minimum of a high school diploma or its equivalent.
- B. Excellent interpersonal and customer service skills necessary for the handling of highly confidential information and providing high quality service both internally and externally.
- C. Effective time management, problem-solving, organizational, and written and verbal skills.
- D. Experience with computer applications, e.g., Microsoft Office, as well as familiarity with the Google suite and other web-based applications.
- E. Ability to quickly learn and adapt to new procedures, computer applications, and software systems, including those currently used and ones adopted by the district.
- F. Ability to work independently, as appropriate, analyze a situation accurately, and implement an effective course of action.
- G. Ability to work effectively as a team member and to collaborate on group projects to ensure their successful completion.
- H. Knowledge of school district organization and operations preferred.

III. Position Summary:

To contribute to the efficient operation of a school office so that it can play its effective part in the education process.

IV. Reports to: Principal

V. Major Duties and Responsibilities:

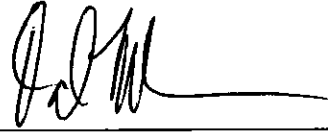
- A. Greet, monitor, and record the entry and exit of school visitors for security purposes. Facilitate visitor entry and exit as needed. Ensure that visitors display proper identification.
- B. Organize and manage the routine work activities of the office.
- C. Provide general secretarial support to the supervisor and other staff, as assigned.
- D. Assist in compiling information for preparing various reports, as assigned by the supervisor.
- E. Receive incoming calls, take reliable messages, and route all to appropriate staff.
- F. Perform other duties, as assigned by the supervisor, assistant principal, or principal.

VI. Terms of Employment: Ten months; REA Class IV

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

---

VII. Evaluation: In accordance with Board policy on evaluation of staff.



---

Daniel Fishbein, Ed.D  
Superintendent of Schools

*Approved by Board:* 10/26/2009  
*Revised:* 05/01/2017

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

---

**JOB DESCRIPTION**

I. Title: Lead Secretary – Business Office

II. Qualifications:

- A. Minimum of a high school diploma or its equivalent.
- B. Prior school/district secretary or administrative assistant and accounting/bookkeeping experience preferred.
- C. Effective time-management, problem-solving, organizational, human relations, and written and verbal communication skills.
- D. The abilities to maintain confidentiality, communicate and work effectively with staff, administrators, students, vendors/consultants/professionals, and others in job-related areas.
- E. The abilities to function independently as appropriate, analyze a situation accurately, and adopt and implement an effective course of action.
- F. Ability to work effectively as a team member and to collaborate on group projects to ensure their successful completion.
- G. Experience with computer applications, e.g., Microsoft Office, as well as familiarity with the Google suite and other web-based applications.
- H. Ability to quickly learn and adapt to new procedures, computer applications, and software systems, including those currently used and ones adopted by the district.
- I. Such alternatives to the above qualifications, as may be allowed by law and acceptable to the Board.

III. Position Summary

To provide clerical and coordination support for the operation and use of the Education Center and for various Business Office/Board Secretary functions.

IV. Reports to: School Business Administrator/Board Secretary

V. Major Duties and Responsibilities:

- A. Greet, monitor, and record the entry and exit of visitors to and from the Education Center for security purposes. Facilitate visitor entry and exit, as needed. Ensure that visitors display proper identification.
- B. Ascertain the reasons for Education Center visits and direct visitors to appropriate departments or individuals, as needed.
- C. Provide telephone receptionist assistance to people calling the Education Center, and provide telephone receptionist support for the Superintendent, the Cabinet, and their support staff, as needed.

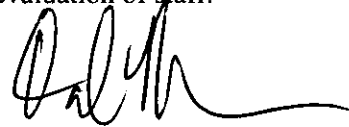
**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

---

- D. Coordinate and schedule the use of conference rooms, fields, gymnasiums, auditoriums, and other facilities by district employees, members of the public and community groups. Communicate facility usage to building.
- E. Perform and/or support building secretaries with the new registration and re-registration of students, as well as verify residency of registered students.
- F. Maintain and monitor proper accounting of Non-General Fund accounts.
- G. Assist with annual budget development process.
- H. Coordinate and/or support the processing of bulk mailings from the Education Center and monitor usage and replenishment of postage.
- I. Receive and record all deliveries to the Education Center, and ensure that received items are directed to the appropriate parties.
- J. Provide secretarial and clerical support to the School Business Administrator/Board Secretary, the Assistant Board Secretary, the Assistant Business Administrator, the Manager of Custodial and Maintenance Services, and the Accounts Payable staff, as needed.
- K. Enter check payments into student information system (e.g., lunches, activity fees, and other student related payments).
- L. Perform such other duties, as may be assigned.

VI. Terms of Employment: Twelve months; REA Class III

VII. Evaluation: In accordance with Board policy on evaluation of staff.



---

Daniel Fishbein, Ed.D  
Superintendent of Schools

*Approved by Board:* 05/04/2009  
*Revised:* 02/27/2012  
*Revised:* 05/01/2017

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

---

**JOB DESCRIPTION**

I. Title: Lead Secretary - Department of Curriculum, Instruction, and Assessment

II. Qualifications:

- A. Minimum of a high school diploma or its equivalent.
- B. Prior school/district secretary or administrative assistant and accounting/bookkeeping experience preferred.
- C. Effective time-management, problem-solving, organizational, human relations, and written and verbal communication skills.
- D. The abilities to maintain confidentiality, communicate, and work effectively with staff, administrators, vendors/consultants/professionals, and others in job-related areas.
- E. The abilities to function independently, as appropriate, analyze a situation accurately, and adopt and implement an effective course of action.
- F. Ability to work effectively as a team member and to collaborate on group projects to ensure their successful completion.
- G. Experience with computer applications, e.g., Microsoft Office, as well as familiarity with the Google suite and other web-based applications.
- H. Ability to quickly learn and adapt to new procedures, computer applications, and software systems, including those currently used and ones adopted by the district.
- I. Such alternatives to the above qualifications, as may be allowed by law and acceptable to the Board.

III. Position Summary:

With moderate to regular administrative oversight and subject to other secretarial/supervisory oversight or coordination of work, this position organizes, monitors, and completes designated department responsibilities.

IV. Reports to: Assistant Superintendent for Curriculum, Instruction, and Assessment

V. Major Duties and Responsibilities:

- A. Provides primary support in the Curriculum, Instruction, and Assessment Department (CI&A).
- B. Provides administrative support for the Supervisor of Elementary Education and the Staff Developer on projects including the New Teacher Orientation, New Teacher Mentoring Program, and others throughout the year. Assists with data collection, and maintains records of attendance.
- C. Assist Coordinator of Federal Grants on various projects, as needed.
- D. Serves as the Rubicon Atlas administrator for the district.
- E. Handles ordering of new textbooks being purchased by CI&A for the district.

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

---

- F. Maintains new and revised course proposals, and assists in preparing Board Curriculum Committee meeting agendas.
  - G. Purchases textbooks and supplies for the CI&A department.
  - H. Prepares materials and helps coordinate professional development for the district, including Professional Development Days and In-service programs.
  - I. Updates and maintains information on the CI&A webpage on the district website.
  - J. Monitors student information system for completion of Fountas and Pinnel score entry.
- VI. Terms of Employment: Twelve months; REA Class III
- VII. Evaluation: In accordance with Board policy on the evaluation of staff.



---

Daniel Fishbein, Ed.D  
Superintendent of Schools

*Approved by Board: 05/01/2017*

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

---

**JOB DESCRIPTION**

**I. Lead Secretary – High School Main Office**

**II. Qualifications:**

- A. Minimum of a high school diploma or its equivalent.
- B. Excellent interpersonal and customer service skills necessary for the handling of confidential information and providing high quality service both internally and externally.
- C. Effective time management, problem-solving, organizational, and written and verbal skills.
- D. Experience with computer applications, e.g., Microsoft office, as well as familiarity with the Google suite and other web-based applications.
- E. Ability to quickly learn and adapt to new procedures, computer applications, and software systems, including those currently used and ones adopted by the district.
- F. Ability to work independently, as appropriate, analyze a situation accurately, and implement an effective course of action.
- G. Ability to work effectively as a team member and to collaborate on group projects to ensure their successful completion.

**III. Position Summary:**

To ensure the smooth and efficient operation of the main office so that the maximum positive impact on the education of children can be realized.

**IV. Reports to: Principal or other designated building administrator**

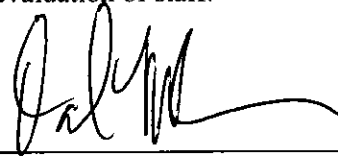
**V. Major Duties and Responsibilities:**

- A. Greet, monitor, and record the entry and exit of school visitors for security purposes. Facilitate visitors' entry and exit, as needed. Ensure that visitors display proper identification.
- B. Coordinate work in main office.
- C. Track staff attendance.
- D. Coordinate school-wide mailings, as directed by designated administrators.
- E. Organize and monitor record keeping in main office.
- F. Respond to requests and inquiries from students, parents, staff, and the public.
- G. Coordinate variety of annual tasks, which include preparation of faculty handbook, booster calendar, distribution of bus passes, monitoring free and reduced price lunch program, and school App.
- H. Assist with the preparation for graduation ceremony.
- I. Coordinate the Senior Award Assembly, and follow-up on scholarship renewals.

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

---

- J. Respond to other needs of the school, as directed by the Assistant Principal and the Principal.
  
- VI. Terms of Employment: Eleven months; REA Class III
  
- VII. Evaluation: In accordance with Board policy on evaluation of staff.



---

Daniel Fishbein, Ed.D  
Superintendent of Schools

*Approved by Board:* 10/26/2000  
*Revised:* 05/01/2017



**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

---

**JOB DESCRIPTION**

I. Title: Ridgewood Community School Registrar

II. Qualifications:

- A. Minimum of a high school diploma or its equivalent.
- B. Excellent interpersonal and customer service skills necessary for the handling of highly confidential information and providing high quality service both internally and externally.
- C. Effective time management, problem-solving, organizational, and written and verbal skills.
- D. Experience with computer applications, e.g., Microsoft Office, as well as familiarity with the Google suite and other web-based applications.
- E. Ability to quickly learn and adapt to new procedures, computer applications, and software systems, including those currently used and ones adopted by the district.
- F. Ability to work independently, as appropriate, analyze a situation accurately, and implement an effective course of action.
- G. Ability to work effectively as a team member and to collaborate on group projects to ensure their successful completion.
- H. Knowledge of school district organization and operations preferred.

III. Position Summary:

To support the effective and efficient operation of the Ridgewood Community School.

IV. Reports to: Coordinator of Ridgewood Community School

V. Major Duties and Responsibilities:

- A. Accept registrations – mail, fax, telephone, email, in-person
- B. Process all registrations – check for canceled or filled courses.
- C. Complete bookkeeping for registrations.
- D. Balance accounts and make deposits.
- E. Issue all refunds, check, and credit card.
- F. Handle withdrawals, transfers, alert people if course is full.
- G. Answer telephone, questions, information.
- H. Check all class lists for accuracy.
- I. Prepare class lists and teacher folders.
- J. Proof and assist with preparation of all brochures.
- K. Generate purchase orders for payroll and other office expenses.
- L. Prepare and submit payroll.
- M. Balance checking account – refund account only.
- N. Check for Frequent Learner Program matches.
- O. Maintain office machines.
- P. File registration cards, class lists, contracts, etc.
- Q. Provide general troubleshooting.
- R. Assist coordinator with all aspect of operations.

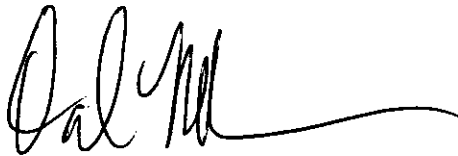
**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

---

- S. Update mailing list.
- T. Such other duties, as may be assigned.

VI. Terms of Employment: Twelve months

VII. Evaluation: In accordance with Board policy on evaluation of staff.



---

Daniel Fishbein, Ed.D  
Superintendent of Schools

*Approved by Board: 10/26/2009*  
*Revised: 05/01/2017*

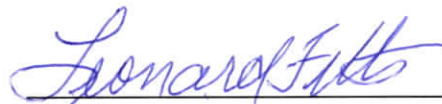
**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

---

**JOB DESCRIPTION**

- I. Title: Ridgewood Community School Part Time Secretary
  
- II. Qualifications:
  - A. Minimum of a high school diploma or its equivalent.
  - B. Excellent interpersonal and customer service skills necessary for the handling of highly confidential information and providing high quality service both internally and externally.
  - C. Effective time management, problem-solving, organizational, and written and verbal skills.
  - D. Experience with computer applications, e.g., Microsoft Office, as well as familiarity with the Google suite and other web-based applications.
  - E. Ability to quickly learn and adapt to new procedures, computer applications, and software systems, including those currently used and ones adopted by the district.
  - F. Ability to work independently, as appropriate, analyze a situation accurately, and implement an effective course of action.
  - G. Ability to work effectively as a team member and to collaborate on group projects to ensure their successful completion.
  - H. Knowledge of school district organization and operations preferred.
  
- III. Position Summary:

To support the effective and efficient operation of the Ridgewood Community School.
  
- IV. Reports to: Coordinator of Ridgewood Community School
  
- V. Major Duties and Responsibilities:
  - A. Accept registrations – mail, telephone, email, in-person
  - B. Answer telephone, questions, information.
  - C. Check all class lists for accuracy.
  - D. File registration cards, class lists, contracts, etc.
  - E. Provide general troubleshooting.
  - F. Assist coordinator and registrar with all aspect of operations.
  - G. Update mailing list.
  - H. Such other duties, as may be assigned.
  
- VI. Terms of Employment: Twelve months
  
- VII. Evaluation: In accordance with Board policy on evaluation of staff.



---

Dr. Leonard Fitts  
Interim Superintendent of Schools

Approved by Board: 01/23/2023

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

---

**JOB DESCRIPTION**

I. Title: Secretary – Child Study Team

II. Qualifications:

- A. Minimum of a high school diploma or its equivalent.
- B. Excellent interpersonal and customer service skills necessary for the handling of highly confidential information and providing high quality service both internally and externally.
- C. Effective time management, problem-solving, organizational, and written and verbal skills.
- D. Experience with computer applications, e.g., Microsoft Office, as well as familiarity with the Google suite and other web-based applications.
- E. Ability to quickly learn and adapt to new procedures, computer applications, and software systems, including those currently used and ones adopted by the district.
- F. Ability to work independently, as appropriate, analyze a situation accurately, and implement an effective course of action.
- G. Ability to work effectively as a team member and to collaborate on group projects to ensure their successful completion.
- H. Knowledge of school district organization and operations preferred.

III. Position Summary:

To contribute to the efficient operation of a school office, with particular emphasis placed on the effective and efficient clerical support of Child Study Team work.

IV. Reports to: Principal or other designated administrator; Child Study Team members

V. Major Duties and Responsibilities:

- A. Works with Child Study Team to schedule meetings, prepares agendas, and types reports, IEP's and other documents.
- B. Performs Media Center clerical duties, as needed.
- C. Assists in compiling information for preparing various projects at the request of the principal.
- D. Receives incoming calls, takes reliable messages, and routes all to appropriate staff.
- E. Provide office support to the nurse, as needed.

VI. Terms of Employment: Twelve months or ten months, depending on REA class level

RIDGEWOOD PUBLIC SCHOOLS  
Ridgewood, NJ

---

VII. Evaluation: In accordance with Board policy on evaluation of staff.



---

Daniel Fishbein, Ed.D  
Superintendent of Schools

*Approved by Board:* 10/26/2009  
*Revised:* 05/01/2017