

JOB DESCRIPTION MANUAL

**BOARD OF EDUCATION
CLINTON TOWNSHIP**

Central Management Support

Title: Business Office Coordinator

Qualifications:

1. BA or BS degree
2. Minimum five years successful workplace experience
3. Exceptional writing, oral, organizational, interpersonal and analytical skills.
4. Knowledge of applicable laws, regulations and procedures.
5. Website and Google platform expertise, & technology applications.
6. School Registration experience, PowerSchool preferred
7. Transportation Liaison experience preferred
8. Required criminal history check and proof of US citizenship or legal alien status.

Reporting To: Superintendent of Schools

Job Goal:

The Business Office Coordinator, in accordance in accordance with Board policies and New Jersey statutes and guided by the administrative rules of the Superintendent, is a district-wide position that coordinates and provides support through the Business Office. The Coordinator oversees district registration, transportation, state compliance reporting, eform management, staff training, website management, and communications. The individual must have the necessary leadership and interpersonal skills and abilities to organize and implement programs in connection with their responsibilities.

In addition, the Business Office Coordinator provides daily office support, prepares for BOE sub-committee meetings, maintains a high degree of confidentiality, and coordinates the communications to the district and community per the direction of the Superintendent.

Job Expectations:

1. Assist the Superintendent in the preparation for Board of Education sub-committee meeting.
2. Prepares reports and position statements, attends meetings as directed by the Superintendent.
3. Oversees the district registration process
4. Manages the eforms system.
5. Acts a district Transportation Liaison.

6. Maintains communication systems (School Messenger, etc.)
7. Updates and maintains district website, supervises the Webmaster position.
8. Provides assistance in Google Platform use, Applications and programs used by the district.
9. Assists the Superintendent in the preparation of data.
10. Assists the Superintendent in the maintaining up to date policies and regulations.
11. As needed, greets visitors, students, and/or employees and responds to requests for information and provides assistance.
12. Receives and routes incoming calls and correspondence
13. Operates all technology necessary to complete reports and clerical work required in the operation of the office
14. Exhibits a positive attitude towards students, staff, parents or guardians, and visitors.
15. Maintains confidentiality
16. Utilizes ethical discretion, tact, self control and professional attitude
17. Functions in a dependable, prompt, and courteous manner
18. Assumes and carries out multiple responsibilities simultaneously
19. Works collaboratively with all school or office stakeholders
20. Maintains confidentiality as required and appropriate
21. Serves as district liaison to the bus companies to coordinate transportation schedules
22. Responds and communicates in a timely manner with parents about transportation issues via school messenger, voice or email
23. Investigates complaints regarding transportation and keeps a detailed log of incidents, problem situations, and resolutions
24. Communicates with law enforcement officials, when necessary, regarding transportation matters.
25. Coordinate district field trip request from staff, calculate cost and request quotes to inside and outside busing companies
26. Coordinate Bus Driver meeting/Bus Evacuation drills, twice a year
27. Update Staff Driver's licenses on file - maintain vehicle registration and insurance records
28. Process new student records, including requesting transcripts and records from other schools, setting up cumulative folder, and entering student data into appropriate databases, communicate information to Special Services, when necessary
29. Verify residency for incoming students
30. Withdrawals, and transfer of students and process applicable records
31. Process and transmit requests for student information
32. Notify all relevant staff of transferring student information
33. Coordinate Kindergarten Registration process, including notification to community of the upcoming enrollment. Maintain spreadsheet of Registrants, prepare, organize and communicate for Kindergarten registration week. Present information for incoming families
34. Maintain spreadsheet of Transferring IN/OUT students

Professional Responsibilities:

1. Maintain confidentiality in all areas.
2. Assume other duties and responsibilities as assigned by the Superintendent.
3. Responds willingly to emergency situations outside of standard work schedule.
4. Complies with all applicable District, state, local and federal laws, rules and regulations.

Terms of Employment: Twelve month individual contract. Eligible for benefits. District-Wide and Central Office Non-instructional personnel.

Evaluation: The shall Business Office Coordinator is to be evaluated in writing by the Superintendent of Schools, in accordance with provisions of the Board's policy on evaluation.

Adopted: