

**COUNTY OF ORANGE  
MUNICIPAL/SCHOOL  
JOB CLASSIFICATION SPECIFICATION**

**CLASS TITLE:** ASSISTANT TO THE SUPERINTENDENT (KIRYAS JOEL)

**TITLE #:** 1063

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves responsibility for performing a variety of duties pertaining to the operation of a school district. Specific areas of responsibility include the development, coordination and operation of reimbursable programs; liaison to all governmental agencies which monitor, supervise and/or provide technical assistance to the district; and the coordination and implementation of all legal mandates and court orders. Work is performed under the general direction of the Superintendent in accordance with Federal and State laws and regulations with wide leeway allowed for the use of independent judgment. The incumbent in this position must adhere to policies formulated by the trustees or Board of Education and maintain confidentiality in matters associated with the district. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Performs all tasks and assignments at the direction of the Superintendent of Schools;

Serves as Director and Manager of all reimbursable programs;

Assists the Superintendent of Schools in all matters associated with fiscal concerns of a public school district;

Assumes accountability for all legal, judicial and regulatory operations and represents the Superintendent of Schools at all meetings as determined by the Superintendent of Schools;

Works with parents and community members with respect to informing the public concerning the policies, practices, and procedures of the school district;

Conducts research on local, state and federal law impacting upon the affairs of the School District;

Maintains records pertaining to legal actions involving the School District;

Attends all meetings of trustees or Board of Education and keeps a record of their proceedings.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of modern legal principles, practices and techniques as they relate to the operation of a school district; good knowledge of school district terminology, procedures and equipment; good knowledge of modern business administration as it pertains to managing the fiscal concerns of a school district; working knowledge of office management techniques; ability to present data and reports clearly and concisely in either oral or written form; ability to establish successful relations and communications with others; ability to understand and carry out complex written and oral instructions; ability to maintain confidentiality in appropriate matters; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from a regionally accredited or New York state registered college or university with a Bachelor's Degree in Public Administration, Law, or Political Science; and one (1) year of full-time, paid experience in a managerial capacity in the employ of a public or not-for-profit agency.

ADOPTED: 8/18/94