

EAST RUTHERFORD BOARD OF EDUCATION

Job Description

- TITLE: CHILD STUDY TEAM SECRETARY
- QUALIFICATIONS:
1. High school diploma or equivalent training
 2. Minimum experience as determined by the board
 3. Good word processing skills
 4. Knowledge of automated office equipment and efficient office procedures
 5. Good telephone skills and ability to communicate effectively
 6. Required criminal history check and proof of U.S. citizenship or resident alien status
- REPORTS TO: Director of Child Study Team
- JOB GOAL: Perform difficult secretarial and clerical duties entailing a high degree of responsibility, discretion and confidentiality, using independent judgment, in addition to routine work necessary for the smooth and efficient operation of the Child Study Team Office.
- PERFORMANCE RESPONSIBILITIES:
1. Receives and routes incoming calls and correspondence. Records messages and responds appropriately for requests for information.
 2. Performs usual office routines, plus assembles confidential material according to instructions, prepares summaries of confidential documents, and maintains confidential files.
 3. Types correspondence, notices and reports, and verifies the accuracy of the work done. Maintains confidentiality of sensitive correspondence.
 4. Maintains a well-organized up-to-date filing system. Creates new files for Child Study Team as needed. Reviews file organization on a regular basis.
 5. Receives evaluations, reports and IEPs from Child Study Team members and outside agencies, types evaluations, reports and IEPs as required; and copies evaluations, reports and IEPs as required.
 6. Operates all business machines necessary to complete reports and clerical work required in the operation of the office.

7. Arranges meetings, prepares agendas, takes clear notes and handles follow-up activities as necessary. Makes sure the administrator has any necessary back-up materials needed. Prepares minutes when assigned.
8. Schedules appointments including meetings and job interviews in a manner that protects confidentiality of visitors and applicants.
9. Works cooperatively with other secretarial staff in accomplishing general and specific tasks.
10. Maintains confidentiality as required and appropriate. Maintains highly confidential records and files, ensuring that the material is properly marked, secured and accessible for immediate use by administrators.
11. Coordinates travel arrangements as assigned.
12. Performs specialized assignments as required, including other tasks related to the efficient operation of the Child Study Team Office as assigned.

TERMS OF
EMPLOYMENT:

Salary and work year to be determined by the board of education.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the board's policy on evaluation of noncertified personnel.

APPROVED BY: Board of Education

DATE: 2/23/12

Legal References:

N.J.S.A. 18A:6-7.1

N.J.S.A. 18A:16-1

N.J.S.A. 18A:16-2

N.J.S.A. 18A:17-2

N.J.A.C. 6A:32-6

Criminal history record

Officers and employees in general

Physical examinations; requirements

Tenure of secretarial and clerical employees

School employee physical Examinations

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.