

EAST RUTHERFORD BOARD OF EDUCATION

Job Description

TITLE: **CONFIDENTIAL SECRETARY TO THE SUPERINTENDENT**

REPORTS TO: Superintendent of Schools

RESPONSIBILITIES:

To serve as the Superintendent's confidential secretary; performs administrative secretarial duties and performs those functions which the Superintendent may delegate or designate, including but not limited to coordinating school-level and district-wide administrative activities.

QUALIFICATIONS:

1. Central Office / Board of Education Office experience.
2. High school graduate, college or secretarial school courses preferred.
3. Knowledge of office equipment, efficient office procedures and business software including Microsoft Word, Excel, Access, and Outlook.
4. Excellent written and verbal communication skills.
5. Strong interpersonal and human relations skills.
6. Initiative as well as administrative skills in regard to problem-solving; ability to develop comprehensive planning with a minimum of supervision and make decisions in accordance with standard school policies and procedures.
7. Possess qualities of adaptability and versatility.
8. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
9. Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education.

DUTIES AND RESPONSIBILITIES:

1. Prepares and files correspondence, reports, evaluations, and communications. Takes and transcribes notes and accurately prepares correspondence; coordinates the efficient workflow of the school system relative to the responsibilities of the Superintendent; prepares agendas and materials for meetings and conferences and distributes copies as directed; reproduces materials as needed.
2. Receives and routes incoming telephone calls and correspondence; sorts and distributes mail and notices.
3. Greets, assists, and logs in/out visitors to the office.

JOB DESCRIPTION:

Secretary to the Superintendent of Schools (continued)

- 4. Handles phone calls, schedules appointments, and maintains the calendar for the Superintendent.
- 5. Acts as a liaison between the Superintendent and all personnel, Board of Education, parents, students and other members of the community.
- 6. Maintains confidentiality as required and appropriate.
- 7. Performs usual office routines and other tasks related to the efficient operation of the office.
- 8. Maintains office and general area bulletin boards and posts notices.
- 9. Orders and maintains records of office supplies and inventories.
- 10. Assumes such other related duties and responsibilities as may be directed by the Superintendent.

Specific – Superintendent’s Office:

- 1. Maintains all personnel files and records related to attendance, observations/evaluations, in-service requirements, leaves of absence, certification, applications, assignment and salary of all district staff.
- 2. Maintains all computer databases in the area of personnel.
- 3. Prepares all materials and documents related to teacher certification, provisional teachers and other personnel matters related to job specific licensure.
- 4. Process Course Reimbursement/Academic movement data “from and to” for staff – submit for Board approval.
- 5. Assists in the preparation and submission of state, federal and local reports.
- 6. Works collaboratively with school district personnel to ascertain student demographic data including attendance and enrollment records; completes required state reports.
- 7. Assists Superintendent in the preparation of various documents and miscellaneous reports as deemed necessary and appropriated by the Superintendent.

TERMS OF EMPLOYMENT:

Salary, terms and conditions 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 of Education’s Policy on evaluation of non-certificated personnel.

APPROVED:

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Legal References:

- N.J.S.A. 18A:6-7.1 through-7.5 Criminal history record
- N.J.S.A. 18A:16-1 Officers and employees in general
- N.J.S.A. 18A:16-2 Physical examinations; requirements
- N.J.S.A. 18A:17-2 Tenure of secretarial and clerical employees
- N.J.S.A. 18A:17-24 Clerks in superintendent’s office
- N.J.A.C. 6:3-4A Requirements of physical examinations
- Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.