

EAST RUTHERFORD BOARD OF EDUCATION

Job Description

TITLE: SCHOOL SECRETARY

QUALIFICATIONS:

1. High school diploma or equivalent training
2. Minimum experience as determined by the board
3. Good technology skills (word processing, database, internet.etc)
4. Knowledge of automated office equipment and efficient office procedures
5. Effective communication skills in a variety of formats (verbal, written, electronic, etc.)
6. Required criminal history check and proof of U.S. citizenship or resident alien status

REPORTS TO: Building Principal/Designated Supervisor

JOB GOAL: Perform 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 school and office.

PERFORMANCE RESPONSIBILITIES:

1. Receives and routes incoming calls and correspondence. Screens calls and inquiries nature of the topic involved. Accommodates the caller's concerns without referring callers unnecessarily to the administrator or building staff.
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.
5. Operates all business machines necessary to complete reports and clerical work required in the operation of the office.
6. Organizes and maintains free and reduced lunch programs.

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. Assists, logs in, and directs visitors to the schools. Schedules appointments including meetings and job interviews in a manner that protects confidentiality of visitors and applicants.
9. 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.
10. Coordinates travel arrangements as assigned.
11. Performs additional assignments as required, including other tasks related to the efficient operation of the office as assigned.
12. Receive and account for petty cash fund.
13. Contacts parents as needed.

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

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

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.A.C. 6A:32-6

School employee physical Examinations

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