City of Burlington
Board of Education
Job Description

JOB TITLE: Child Study Team Secretary (12 months)

RESPONSIBLE TO: Superintendent of Schools
Director of Child Study Team & Pupil Personnel Services

QUALIFICATIONS:

1. High School diploma; college degree/certificate preferred.
2. Secretarial training preferred.
3. Superior interpersonal, organizational, written, and verbal communication skills.
4. Experience with Genesis Information Systems and Frontline/IEP Direct, and Google Suite preferred.
5. Ability to build relationships and maintain a positive organized work environment while communicating directly with team members, students, staff, administration, families, and stakeholders.
6. Must pass required criminal history background check and proof of U.S. citizenship or legal resident alien status.
7. Must be a New Jersey resident per the NJ FIRST ACT.
8. Any additional requirements imposed by the local Board of Education.

JOB GOAL: The Child Study Team Secretary performs secretarial, clerical, and operational responsibilities for the Child Study Team while maintaining confidentiality. The Child Study Team Secretary serves as the hub of information for special education as well as a liaison between the department and school buildings, students, families, administration, and stakeholders.

PERFORMANCE RESPONSIBILITIES:

1. Receive, handle, route, and return internal and external incoming calls for the Child Study Team phone lines in a timely manner.
2. Greet, register, and direct visitors accordingly.
3. Perform daily office routines, including but not limited to email, mailings, copies, correspondence, preparing and maintaining student records, filing, scheduling for students and the Department, and the reporting and monitoring of student and staff attendance.
4. Prepare and type detailed memos, letters, staff sign-in sheets, and agendas.
5. Regularly prepare items on a monthly basis for the Board of Education agenda in consultation with the Director; process approved matters accordingly.
6. Compile and input special education student data for State reporting purposes (i.e. Extraordinary Special Education Aide, Application for State School Aid, etc.).
7. Assist and collaborate with the District's Homeless Liaison to report and monitor families in transition.
8. Create, maintain, monitor, and analyze a wide range of spreadsheets related to departmental needs.
9. Complete new student registrations for admissions, and process students transferring into and exiting the District.
10. Monitor and maintain supply inventory for the Department.
11. Receive, review, and route employee timesheets.

12. Create and process purchase orders accordingly in District purchasing software.
13. Maintain correspondence and communication with all related departments (e.g., business, transportation, guidance, nursing, out-of-district placements, etc.) regarding student needs, programs, and placements.
14. Assist with the creation and revision of standard forms, documents, and procedures for the Department.
15. Maintain confidentiality, safeguard of student records, and ensure compliance.
16. Participate in professional development and staff in-service training as required.
17. Perform multiple tasks in a fast paced office environment.
18. Ability to quickly advance to new software technologies, as needed.
19. Perform all other duties as assigned by the Superintendent, Director of Child Study Team, or Designee.

TERMS OF EMPLOYMENT: 12 Months

EVALUATION: **Performance of this job will be evaluated in accordance with provisions on the Board's policy of support staff.**

APPROVED BY: Board of Education **DATE: 25 June 1975**

REVISED: **14 February 1994**
22 October 2007
12 June 2023

Legal References:

N.J.S.A. 18A:67.1 **Criminal history record**
N.J.S.A. 18A:161 **Officers and employees in general**
N.J.S.A. 18A:162 **Physical examinations; requirement**
N.J.S.A. 18A:172 **Tenure of secretarial and clerical employees**
N.J.A.C. 6:3-4A.4 **Requirements of physical examinations**

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