

CENTRAL REGIONAL SCHOOL DISTRICT

BAYVILLE, NEW JERSEY

Job Description – High School Secretary

Primary Function:

The high school secretary provides daily support to the high school main office and attends to routine tasks for the efficient operation of the high school.

Qualifications:

1. A High School or equivalent GED diploma.
2. A minimum of three years related secretarial/clerical experience.
3. Proficient in Microsoft Office programs.
4. Knowledge and/or experience with school software applications, i.e., Systems 3000, Realtime, AESOP.
5. Experience with business office machines; advanced organization and filing skills.
6. Good communication skills; ability to maintain cooperative relationships with staff, students, parents, community representatives and external agencies.
7. Ability to work independently; multi-task; demonstrate aptitude and competence in assigned responsibilities.
8. Such alternatives to the above qualifications as the school district may find appropriate and acceptable.

Responsible To:

High School Principal

Responsibilities and Duties:

1. Responsible for the general operation and functionality of the high school main office.
2. Respond to in-person and phone inquiries from students, parents, visitors, and staff.

3. Responsible for routine tasks and general clerical duties for the JROTC Program.
4. Maintenance of high school marquee.
5. Provide support to other secretarial staff, as needed.
6. Use personal skills and good judgment in decision-making processes and general management of the curriculum department.
7. Ability to improve upon office functions and adapt to new procedures willingly as introduced by Board policy and/or mandated state regulations.
8. Maintain a high level of ethical behavior and confidentiality.
9. Attention given to important details in the production of competent work assignments.
10. Set a positive example to others when attending to daily office demands.
11. Perform all other duties as designated by the supervisor and or changes in any procedure by Board policy or State law.

Evaluation

Job performance is evaluated annually by the high school principal in accordance with provisions of the board's policy on the evaluation of support personnel.

Adopted: October 7, 1993

Revision Approved: May 21, 2015