

PROFESSIONAL STAFF POSITION

TITLE: Confidential Secretary Human Resources (Unclassified)

QUALIFICATIONS:

1. High School Diploma
2. Minimum of five (5) years office experience preferred.
3. Demonstrated aptitude for completion of tasks assigned.
4. Proficient in Microsoft Office
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Assistant Superintendents

FUNCTION: To perform the duties of a private and confidential secretary. Working in a loyal, competent, and business-like manner with the HR Generalists and the Assistant Superintendents. The confidential secretary will complete tasks associated with a comprehensive human resources program, including recruitment, selection, classification, employee relations, and collective bargaining.

RESPONSIBILITIES AND DUTIES:

1. To assist with planning, directing, and managing human resource functions and human resource-related litigation for district employees.
2. To assist with administering procedures and policies in Federal State laws, including the New Jersey Education Code and local Board Policy.
3. To assist with managing personnel actions, assignments, transfers, reassignments, promotions, demotions, employee verifications, and loan forgiveness.
4. To assist with maintaining district-wide staffing profiles, schedules, and data systems
5. To assist with managing recruitment, certification, onboarding, exit interviews, and substitute teachers' system.
6. To assist with managing Frontline Absence Management Systems.

RESPONSIBILITIES AND DUTIES
continued:

7. To handle all mail, screening visitors, and telephone requests to make proper referrals to the appropriate staff.
8. Maintain appointment calendar for Human Resources related functions.
9. To assist with managing the work related to Human Resources.
10. To assist with managing the provisional teachers' program for novice teachers and mentors.
11. To supervise the preparation of all purchase order requisitions and requisitions for office supplies and equipment related to Human Resources.
12. To assist with managing employee leaves of absence and disability claims.
13. To assist with managing New Jersey State Reports (NJSMART) and NJ SMART Staff Management Identification (SMID) Systems under the New Jersey Department of Education code.
14. The list of duties above does not constitute an exclusive listing of the functions but merely sets forth by way of guidance some of the duties of the position.

TERMS OF EMPLOYMENT:

Twelve months. Unclassified. Board appoints upon recommendation of the Superintendent. Salary is to be determined by the board.

EVALUATION:

The performance of this job will be evaluated in accordance with provisions of the Board of Education policy.