

**PISCATAWAY TOWNSHIP SCHOOLS
PISCATAWAY, NEW JERSEY**

- I. TITLE:** SCHOOL SECRETARY (10- month Level 3)
- II. QUALIFICATIONS:**
1. High School Diploma or equivalent.
 2. Minimum experience in general or school office work as determined by the Board.
 3. A broad knowledge of secretarial and technology practices and procedures.
 4. Knowledge of automated office equipment and excellent computer skills.
 5. Strong analytical, communication and human relations skills.
 6. Ability to understand the need to be discreet when dealing with sensitive information.
 7. Ability to work under pressure and adapt to change.
 8. Such other qualifications of academic, professional and personal excellence as the Piscataway Township Superintendent may specify.
- III. REPORTS TO:** Principal
- IV. JOB GOAL:** To serve as the building principal's secretary; address all administrative secretarial duties in the school's main office.
- V. PERFORMANCE RESPONSIBILITIES:**
1. Coordinates the efficient workflow of the school office relative to the responsibilities of the building principal.
 2. Performs all secretarial and confidential work as assigned by the Principal.
 3. Assists in the preparation of correspondence and reports emanating from the Principal's office.
 4. Maintains a regular filing system, as well as a set of locked confidential files, and processes incoming correspondence.
 5. Places and receives telephone calls and records messages for the Principal and other staff as needed.
 6. Maintains a schedule of appointments for the Principal and makes arrangements for conferences, meetings, and interviews.
 7. Screens visitors and directs those who enter the building in accordance with district policies and procedures.
 8. Assists the Principal in compiling data and preparing reports required by law, administrative code and Board policy.

9. Processes student files for transfers in and out of the district.
10. Creates Purchase orders for Principal's approval after checking inventory and obtaining quotes from vendors and submits documentation to Business office in accordance with Standard Operating procedures.
11. Provides support to the Principal in the budget development process;
12. Updates student data in Genesis and follows through with notifications to parents and/or the enrollment office as warranted.
13. Performs other such duties as may be assigned by the Principal or designee.

VI. TERMS OF EMPLOYMENT:

Work year, salary, vacation, and holidays according to the negotiated agreement and Board policy.

VII. EVALUATION:

Performance to be evaluated by the Principal or designee(s).