

RED BANK BOROUGH PUBLIC SCHOOLS
RED BANK, NEW JERSEY

PRESCHOOL EDUCATION PROGRAM SECRETARY
JOB DESCRIPTION

QUALIFICATIONS:

- General Office Experience and Technology Skills
- Preferred
 - Experience with Genesis, Systems 3000, Canva, IEP Direct and Frontline.
 - Ability to speak Spanish.
 - Experience in a school environment.

REPORTS TO: Supervisor of Preschool

JOB GOAL: To assist in the successful administration in the operations of the Preschool Program, with responsibilities as outlined below.

PERFORMANCE RESPONSIBILITIES:

1. Work Performance

- Coordinates the efficient workflow of the program housed at First Baptist Church, Red Bank Primary School and United Methodist Church.
- Performs all work as assigned by Administrators, Community Parent Involvement Specialist, Preschool Instructional Coach and Preschool Intervention and Referral Specialist.
- Collaborates with other building administrative assistants to complete tasks.
- Assists with district registration.
- Assists parents with paperwork and applications.
- Coordinates building lunch orders with suppliers at the Primary School.
- Monitors daily attendance and contacts guardians for wellness checks.
- Manages building phone calls and coordinates changes in student schedules.
- Follows building safety protocols for visitors including sign-in, ID passes and escorting them to classrooms.
- Assists in preparing reports required by law, administrative code, and Board policy.
- Facilitates translation for meetings, parent-teacher conferences, phone calls, documents, parent communication platforms, and emails.
- Maintains accurate program data and records.
- Prepares purchase orders as required.
- Assists with preparation of state reports as necessary.
- Maintains personal calendar of tasks.
- Assists with summer projects to prepare for the beginning of the school year.

- When necessary, provides direct classroom support for teacher or IA coverage.
- Supports other Preschool Sites and/or Schools during secretarial absences.
- Supports Extended School Year as requested.

2. Work Traits

- Maintains confidentiality as required and appropriate.
- Demonstrates initiative, independence, and decision making appropriate to the performance tasks of this position.
- Demonstrates ability to prioritize tasks and to change priorities, as appropriate, to meet the needs of the job.
- Makes efficient use of time and resources available.
- Provides well-organized, accurate work.

3. Professional Development

- Participates in staff development opportunities in accordance with district guidelines and resources to enhance job-related skills and knowledge.

4. School/Community Relations

- Demonstrates a willingness to assist and work cooperatively with colleagues.
- Displays tact and courtesy when dealing with students, staff, residents, and others in person and by telephone in the performance of this position.
- If fluent in another language, will provide for the district translation orally and/or in a written form within hours of employment as needed.
- Serves as a liaison with new students and families to foster a positive connection between the home and school.
- Maintains professionalism with parents, community stakeholders and staff

5. Other

- Performs such other tasks and assumes such other responsibilities as assigned.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education. 12 Month Position

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Non-Certificated Personnel.

Board Approved: August 12, 2025