
TITLE: SENIOR SECRETARY, SECRETARY & TEACHERS' SECRETARY

QUALIFICATIONS:

1. High school diploma or equivalent training.
2. Adequate experience as determined by the Board.
3. Above average word processing skills.
4. Knowledge of automated office equipment and efficient office procedures.
5. Good telephone skills and ability to communicate effectively. Must possess the ability to make a strong positive first impression to the public and the staff as they enter the office as well as to be able to handle all requests by the public in a professional and polite manner.
6. Required criminal history check and proof of U.S. citizenship or resident alien status.

REPORTS TO: Superintendent/Assistant Superintendent/Building Principal/Supervisor

JOB GOAL:

To provide efficient and necessary secretarial support services to administration and the school or department to which they are assigned.

DUTIES AND RESPONSIBILITIES:

1. All secretaries will function as receptionists and answer the telephone as necessary.
2. Serves as receptionist and handles counter, e.g., teacher and student problems, issues receipts, issues late slips to student, issues regarding change of address or transfers out of district, makes emergency announcements over the speaker, meets parents and the general public.
3. Checks on and places calls for maintenance of business machines.
4. Maintains all files, including cumulative folders and personnel folders (school building level).
5. Assists in the handling of Federal Lunch Applications, informs the Board of Education if a parent has any additions or deletions.
6. Processes daily attendance reports.
7. Works with Central Registration to maintain proper address and phone changes. Also, all transfers in and out.
8. Inputs data for all compensation forms.
9. Handles school discipline, e.g., calls parents to set up appointments and types letters.
10. Prepares bedside forms and necessary supporting documentation.
11. Distributes incoming school and U.S. mail to designated areas.
12. Maintains proper records for designation of all keys to building.
13. Reserves building for all school functions, as a rental.
14. Distributes locker to students and makes sure they are functioning properly. (Intermediate and High School Levels)

SENIOR SECRETARY, SECRETARY & TEACHERS' SECRETARY (Continued)

15. The following responsibilities generally apply only to the **Senior Secretary**:

- a. Makes appointments for principals
- b. Types any letters and reports as assigned.
- c. Opens principal's mail in his/her absence.
- d. Handles parent/principal appointments
- e. Handles teacher/principal confidential communications.
- f. Duplicates, types and distributes directives and bulletins from principal.
- g. Distributes paychecks.
- h. Delegates and supervises jobs to other secretaries.
- i. Prepares voucher for supplemental pay.
- j. Prepares purchase requisitions and has knowledge of Systems 3000
- k. Maintains staff personnel folders.
- l. Takes staff attendance calls, secure substitutes and arranges for alternate plans and schedule of classes for substitutes, when applicable.
- m. Maintains school calendar.
- n. When needed types final evaluations and observations.

16. The following responsibilities generally apply only to the teacher's secretary:

- a. Prepares teacher material for duplication or reproduction.
- b. Collates materials as necessary.
- c. Laminates materials upon request.
- d. Provides other services as teacher deems necessary that are consistent with the functions of the teacher's secretary.
- e. Provides other secretarial services as building administration deems necessary if, and when specific work for the teacher is not available.

17. Assumes other secretarial related duties as necessary as requested by the Superintendent, principal or his/her designee.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with New Jersey State law and the provision of the board's policy on evaluations.

Adopted by: Toms River Board of Education

Date: 6/18/13

Revision: