

TITLE: SCHOOL SECRETARY

QUALIFICATIONS:

1. High School diploma or equivalent training
2. Competency in computer applications so as to proficiently generate word processing, data base and spreadsheet documents
3. Competency using the District's informational software system.
4. Knowledge of office equipment, its use and routine office maintenance.
5. Demonstrates strong interpersonal and communicative skills.
6. Required criminal history check and proof of U.S. citizenship or resident alien status

REPORTS TO: Principal/Assistant Principal

JOB GOAL: Performs confidential secretarial and clerical responsibilities necessary for an efficient and effective school office that assists the Principal or designee and school staff in the performance of responsibilities so that a safe learning environment and effective instruction are provided to ensure that all students meet and exceed the Core Curriculum Content Standards.

PERFORMANCE RESPONSIBILITIES:

1. Receives and routes incoming calls and correspondence.
2. Prepares documents, notices, correspondence and reports as determined by the Principal or Assistant Principal.
3. Maintains confidential information and assists with the disposition of pupil records.
4. Operates office equipment efficiently and effectively.
5. Schedules meetings and conferences.
6. Prepares information in anticipation of upcoming projects or meetings.
7. Effectively communicates with other district office personnel and out-of-district personnel in a professional and courteous manner.
8. Collects and processes data for official use.
9. Prepares mailings as needed.
10. Prepares transportation requests and county placement forms, as needed.
11. Coordinates the scheduling of classroom and room assignments, as needed.
12. Maintains internal district records such as individual students' files, pupil schedules, master lists, pupil case numbers, rosters and teacher schedules.
13. Contributes to the successful development of State and federal reports.
14. Performs all duties assigned by the Principal, Assistant Principal, Superintendent of Schools or the Board of Education.

TERMS OF

EMPLOYMENT: Work year and salary to be determined by the board.

ANNUAL**EVALUATION:**

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations

Revised: 2/2016

LEGAL REFERENCES:

<u>N.J.S.A.</u> 18A:6-7.1	Criminal history record
<u>N.J.S.A.</u> 18A:16-1	Officers and employees in general
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
<u>N.J.S.A.</u> 18A:17-2	Tenure of secretarial and clerical employees
<u>N.J.A.C.</u> 6A:32-6	School employee physical examinations

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.