TITLE: Confidential Secretary to the Superintendent and Business Administrator

REPORTS TO: Superintendent

QUALIFICATIONS:

1. High school diploma or equivalent training
2. Minimum experience as determined by the board
3. Experience with technology and software applications
4. Knowledge of automated office equipment and efficient office procedures
5. Ability to communicate effectively through written language and oral presentations
6. Required criminal history check and proof of U.S. citizenship or resident alien status

JOB GOAL: Performs confidential secretarial and clerical responsibilities necessary for an efficient and effective office that assists the Superintendent and Business Administrator.

PERFORMANCE RESPONSIBILITIES

1. Hold as confidential, all aspects of the job designated confidential by the Superintendent and Business Administrator.
2. Perform confidential secretarial and clerical tasks of a varied nature, some of which may be unique to the assigned office, requiring a thorough knowledge of the rules and regulations of the schools and school district.
3. Be responsible for compilation of documents needed for the curriculum office, programs, services, budget, planning and preparation, including but not limited to:
   a. Assists the Superintendent with the preparation of the Professional Development Plans and Mentor Plans
   b. Assists and organizes data for the Professional Development In-Services and summer workshops, such as agendas, rosters, sign-in sheets, timesheets, surveys, etc.
   c. Assists and organizes data for New Teacher Orientation, Mentor training/workshops, Substitute Training, letters, agendas, rosters, handouts, surveys, etc.
   d. Perform updates/revisions for Program of Studies.
4. Keep confidential all correspondences, reports and other documents relating to district matters.
5. Handle mail and correspondence of the office, responding to routine requests for information, and transcribing, word processing, and proofing letters and responses.
6. Ensure that all communications from the office meet proper written and oral English standards.
7. Greet visitors and answer telephone calls in a pleasant and efficient manner, communicating effectively in routine, sensitive, and confidential matters.
8. Maintain an efficient and well-organized electronic and paper data collection and filing systems, including confidential files.
9. Assist Superintendent in the preparation of reports and documents by gathering and organizing data, performing research, creating graphics and displays, using word processing and data management, creating an attractive presentation, copying, collating, and transmitting or distributing final products.
10. Create forms, and compile and organize data and information necessary for the efficient operation of the office, the completion of required District and State data collections, and the completion of the administrator’s responsibilities.
11. Arrange meeting details, prepare agendas and materials, and handle follow-up activities.
12. Maintain financial records for the accounts and budgets assigned to the curriculum office, preparing and monitoring purchase orders, checking in purchased materials, maintaining balances, and performing other bookkeeping tasks.
13. Order and maintain office supplies and provide for the maintenance and repair of equipment.
14. Assist in the preparation of and maintain records for Curriculum office responsibilities, including but not limited to:
   a. Curriculum Contracts, receive and process time sheets, etc.
   b. Curriculum Guides/Course of Study/Curriculum Maps.
   c. Professional Development Hours Database and prepare reports.
   d. Annual curriculum office and professional development budgets, and maintain records.
   e. Grant applications.
   f. District Observations/Evaluations data base for Administrators.
   g. Textbook Inventory records, and assist with Textbook Adoption procedures.
15. Process and prepare all petty cash for department and complete paperwork to substantiate spending and requests.
16. Process all non-tenured and tenured evaluations for all district employees.
17. Work cooperatively with staff in other offices with the completion of large or time sensitive projects or emergencies.
18. Maintain a safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
19. Attend required staff meetings and serve, as appropriate, on staff committees.
20. Keep informed about school and district activities, requirements of the law and code, Board policy and regulations, and other information necessary for the functioning of the office.
21. Continue to grow through collaboration with fellow staff members and participation in appropriate staff development and workshop programs.
22. Protect confidentiality of records and information about students and staff, and use discretion when sharing any such information within legal confines. Violation of confidentiality may result in termination.
23. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
24. Performs other duties as assigned by the Superintendent or Business Administrator.

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.

Adopted: November 15, 2016
Revised: August 15, 2017
Revised: August 17, 2021

LEGAL REFERENCES:

N.J.S.A. 18A:16-1 Officers and employees in general
N.J.S.A. 18A:16-2 Physical examinations; requirements
N.J.A.C. 6A:32-6 School employee physical Examinations