

TITLE: CONFIDENTIAL SCHOOL SECRETARY

QUALIFICATIONS:

1. High school diploma or equivalent training; further education preferred
2. Minimum three years related work experience or advanced training
3. Excellent technology skills including Microsoft Word, Excel, PowerPoint, Internet
4. Knowledge of automated office equipment and efficient office procedures
5. Good interpersonal, oral, and writing skills
6. Required criminal history check and proof of U.S. citizenship or resident alien status

REPORTS TO: School Principal

JOB GOAL:

Perform difficult secretarial and clerical duties entailing a high degree of responsibility, discretion and confidentiality, using independent judgment, in addition to routine work necessary for the smooth and efficient operation of the school.

PERFORMANCE RESPONSIBILITIES:

1. Types and/or distributes the Daily Bulletin.
2. Sorts incoming mail daily for the school and the Board office.
3. Acts as liaison between administrators, staff, students, parents and the community.
4. Completes correspondence, notices and reports including correspondence to parents concerning the operation of the school and scheduled events, including communication to webmaster
5. Maintains a well-organized up-to-date filing system.
6. Operates all equipment necessary to complete reports and clerical work required in the operation of the school.
7. Assists, logs in, and directs visitors in the schools.
8. Maintains student cumulative files and completes registration and school transfer information for all students.
9. Assists all substitute teachers in fulfilling the assignment and payroll submission.
10. Collects daily student information, i.e. early dismissal, late arrival, etc.
11. Maintains up-to-date technology skills
12. Prepares purchase orders and reviews orders received for accuracy cooperatively with the assistant to the Business Administrator.
13. Manages time sheets for assigned personnel
14. Maintains petty cash fund and organizes moneys for assigned school activities.
15. Assists teachers in organizing class trips by ensuring they have relevant paperwork including policies and check-off lists, contacting transportation companies, and arranging for buses.
16. Completes monthly enrollment statistics.
17. Maintains confidentiality.

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18. Demonstrates a courteous and helpful attitude with fellow employees, students and community.
19. Displays appropriate professional appearance.
20. Performs other tasks related to the efficient operation of the office as assigned by the principal or designee.

TERMS OF

EMPLOYMENT: Salary and work year to be determined by the Board of Education

ANNUAL

EVALUATION: Performance of this job will be evaluated by the school principal annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by: Mendham Borough Board of Education

Date: September 28, 2010

Revised: December 16, 2014

LEGAL REFERENCES:

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

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