



**OAKLYN PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: SCHOOL SECRETARY

QUALIFICATIONS:

1. High School diploma and expertise in secretarial/clerical field with experience in word processing in Word and Excel, knowledge of copy machines, postage meters, PA system and student attendance programs.
2. Demonstrates proven skills in interpersonal relations, organization and communication.
3. Successfully completes required criminal history check and proof of U.S. citizenship or legal resident status.
4. Such other alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal and Child Study Team Coordinator

JOB GOAL: To ensure the efficient operation of the school and Child Study Team offices and assist the staff, students and parents in the successful daily routine activities of the offices.

PERFORMANCE DUTIES:

- Type and distribute daily announcements
- Direct all incoming phone calls and returning calls from parents
- Assist in checking daily attendance sheets and verifying student attendance
- Assist in tracking unaccountable students
- Assist in writing passes and filing notes from parents
- Process student transfers when required
- File all student records, i.e. test results, report cards
- Collate and mail student progress reports
- Process incoming mail
- Input data for testing Pre-ID labels
- Assist Guidance Counselor and Nurse with certain clerical tasks
- Maintain record of all incoming calls and responses
- Provide information to parents in absence of team members (due to part time status of our team)
- Coordinate meetings, including annual reviews for approximately 70 special education students with CST and parents throughout the year as required by NJ Special Education Code; involves parent and teacher notification of meetings, arranging substitute coverage

for teachers, and providing a schedule for substitute teachers. Also must be mindful of teacher preps, lunch times, and part time CST member schedules.

- Maintain a CST testing log to assure all evaluations are completed in accordance to NJ Special Education Code timelines
- Proof read all evaluation documents before sending to parents
- Send parent notifications of meetings, testing, and evaluation results
- Send school publications/notices to parents of out of district students as per NJ Special Education Code
- Maintain all CST student records in accordance with state guidelines
- Maintain accurate list of all special education students and provide this information to Superintendent, Principal, BA, and CST staff on a monthly basis
- Record Resource/In-Class Support hours monthly to provide data to BA annually for billing purposes (Hi Nella)
- Communicate with out of district CST offices; request/forward CST records when a student transfers in/out of district
- Follow up with parents after a missed meeting to obtain signatures on required documents
- Order supplies for CST office
- Substitute for principal's secretary as requested
- Submit NJSMART Special Education reports (October 15 report and EOY); this involves extracting data from EasyIEP, completing excel worksheet provided by NJSMART, uploading worksheet, reviewing and correcting all errors following upload, and submitting final worksheet. Also involves working with IT Administrator to be sure the date from the NJSMART Special Education submission coordinates with the NJSMART State submission
- Attend NJSMART workshops to remain up to date on state requirements and changes
- Administrator of EASYIEP system; this includes participating in online webinars to remain up to date on revisions to the site, providing training and support to teachers/staff, creating draft documents prior to CST meetings, finalizing documents following meetings, monitoring staff use of the EasyIEP system, and coordinating with PCG to provide changes/modifications to EasyIEP as needed
- Summer work; involves creating an hourly office schedule for the summer and completing all duties outlined above

TERMS OF EMPLOYMENT:

Ten month year. Salary and hours are established within the Agreement between the Oaklyn Board of Education and the Oaklyn Education Association.

EVALUATION:

Performance of the job will be evaluated annually in accordance with the provisions of the board's policies for personnel evaluation.

DATE APPROVED: