



**OAKLYN PUBLIC SCHOOL DISTRICT  
JOB DESCRIPTION**

**TITLE: SECRETARY TO THE SUPERINTENDENT**

**QUALIFICATIONS:**

1. High school diploma; secretarial training
2. Knowledge of automated office equipment and excellent secretarial skills
3. Competent in computer skills
4. Strong analytical, communication and human relations skills
5. Minimum of three years experience in general or school office work
6. Required criminal history background check and proof of US citizenship or legal alien status

**IMMEDIATE SUPERVISOR:** Superintendent

**JOB GOAL:** To serve as the Superintendent's confidential secretary; perform all administrative secretarial duties in the Superintendent's office.

**RESPONSIBILITIES:**

1. Coordinates the efficient workflow of the school system relative to the responsibilities of the Superintendent.
2. Performs all secretarial and confidential work assigned by the Superintendent.
3. Prepares all correspondence and reports emanating from the Superintendent's office.
4. Maintains personnel records of all certified and non-certified staff.
5. Maintains attendance records for all staff.
6. Maintains a regular filing system, as well as a set of locked confidential files, and processes incoming correspondence.
7. Places and receives telephone calls and records messages for the Superintendent.
8. Maintains a schedule of appointments for the Superintendent and makes arrangements for conferences, meetings and interviews.
9. Oversees the hiring of substitute teachers; receives applications; verifies their credentials and prepares substitute teacher lists for Board approval.
10. Acts as liaison between the Superintendent and administrative staff in screening and routing inquiries and requests.
11. Prepares reports required by law, administrative code and Board policy, i.e. School Report Card and Certificated Staff Report.
12. Arranges for bus transportation for activities, field trips and sports.
13. Maintains records for Activities Account.
14. Prepares requisitions for approval by the Principal and Superintendent.
15. Assists with the budget process regarding teachers' orders.
16. Assists with the preparation of monthly Board of Education meeting agendas. Delivers agendas to members of the Oaklyn Board of Education, OEA co-presidents and others as directed.

- 17.Meets with the Policy Committee as needed. Acts as editor/liaison with Strauss Esmay regarding policies and regulations for the district.
- 18.Prepare and distributes monthly school calendar.
- 19.Copies and distributes monthly school cafeteria menu.
- 20.Performs other related duties as may be assigned by the Superintendent.

**TERMS OF EMPLOYMENT:** Twelve month year. Salary to be determined by the Board of Education.

**EVALUATION:** Performance of the job will be evaluated annually in accordance with the provisions of the Board's policies for personnel evaluation.

**DATE APPROVED:** September 29, 2008