

SOUTH BERGEN JOINTURE COMMISSION
JOB DESCRIPTION

TITLE: **SCHOOL SECRETARY**

- QUALIFICATIONS:**
1. Minimum of a High School diploma or its equivalent.
 2. Excellent interpersonal and customer service skills necessary for handling of confidential information and providing high-quality service both internally and externally.
 3. Effective time management, problem solving, organizational, and written and verbal skills.
 4. Experience with computer applications (e.g., Google Suite and other web-based applications). Ability to quickly learn and adapt to new procedures, computer applications, and software systems, including those currently used and ones adopted by the district.
 5. Ability to work independently, as appropriate, analyze situations accurately, and implement an effective course of action.
 6. Ability to work effectively as a team member and to collaborate on group projects to ensure their successful completion.

REPORTS TO: Principal

JOB GOAL: Facilitate the effective and efficient operation of the school office and provide clerical services to the principal. handle confidential information and frequent contact with all levels of District personnel, SBJC member district personnel and parents/guardians.

PERFORMANCE RESPONSIBILITIES:

1. Greets, monitors and records the entry and exit of school visitors for security purposes. Facilitates visitor entry and exit, as needed. Ensures that visitors display proper identification.
2. Organizes and manages the routine work activities of the principal's office.
3. Provides general secretarial support to the principal, including the handling of correspondence, monthly reports, weekly memos, scheduling appointments for the principal and answering phones.
4. Handles the registration process for new students and maintains the student database. Completion of monthly summary attendance reports, annual ASSA reports, December 1st Federal count and other required reports. Assists and shares responsibility for keeping required school attendance registers.
5. Compiles food service information, notifications, eligibility and reporting as required.
6. Keeps an inventory of all items to be replaced in printers, copiers and other office equipment and supplies. Ensures that all items are available for use.
7. Organizes and keeps current emergency contact information and files.

**JOB DESCRIPTION:
SCHOOL SECRETARY (continued)**

8. Corresponds with CST members for the purpose of scheduling meetings and updating student information.
 9. Maintains current records such as updating IEP's and evaluation reports.
 10. Manage substitute teachers, including coordination of substitutes for staff development programs.
 11. Handles confidential personnel file management.
 12. Distributes office mail (dated and routed to proper personnel) and keys.
 13. Completes and submits enrollment and attendance information for state reports and assists in the compiling of information for preparing various reports as assigned by the principal.
 14. Maintains files for the principal, including personnel in office communications.
 15. Schedules meetings and conferences for the principal.
 16. Promotes positive school and community relations.
 17. Performs routine bookkeeping/ budgetary (purchase orders etc.) tasks.
 18. Provides support and backup for accounts receivable, accounts payable, human resources and payroll functions.
 19. Maintains confidentiality and security of information and records for all areas of the school. Ensures that the office is secure and all safes, files and sensitive materials are locked and protected before leaving the office.
 20. Assists the transportation department functions, including data entry, student route placement, handling phone calls and providing customer service.
 21. Completes special projects as assigned by the principal.
 22. Performs other duties, as assigned by the principal.

TERMS OF EMPLOYMENT: Twelve (12) month position
 Vacation: Ten (10) days per year
 Holidays: as scheduled on the 12-month calendar.
 Other terms as specified in the professional's contract.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of administrative support services personnel.

ADOPTED BY THE BOARD OF EDUCATION:

Wm. J. O'Brien

Michael Kuchar, Ph.D.

Superintendent