

JOB DESCRIPTION

SCHOOL SECRETARY

BOARD OF EDUCATION
FAIRFIELD, NJ

NON-CERTIFICATED
EDUCATIONAL ADMINISTRATION

SCHOOL SECRETARY

Qualifications of Job:

- High School diploma or equivalent training
- Minimum experience as determined by the Board
- Good Computer Skills
- Knowledge of automated office equipment and efficient office procedures
- Good telephone skills and ability to communicate effectively
- Required criminal history check and proof of U.S. citizenship or resident alien status

Reports to: Principal/Designated Supervisor

Job Goal:

To carry out all secretarial and clerical duties necessary for the smooth and efficient operation of the school office.

Duties and Responsibilities:

The School Secretary shall:

- A. Conduct the clerical and secretarial duties of the principal's office.
- B. Prepare all correspondence and reports emanating from the principal's office.
- C. Maintain files of all information pertinent to the conduct of the school.
- D. Act as receptionist and handle the telephone service.
- E. Maintain an inventory of office supplies, including new acquisitions, and see that they are properly used and safeguarded.
- F. Record all purchase orders and maintain a system by which they can be checked against the monthly budget summary.
- G. Maintain a record of personnel absences and prepare the monthly certification for payroll.
- H. Handle all incoming and outgoing mail.
- I. Assist, log in, and direct visitors to the schools.
- J. Maintain confidentiality, as required and appropriate.
- K. Perform such other duties as may properly come within the scope of said position or as may be requested by the principal.

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Terms of Employment: Salary and work year to be determined by Board of Education

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy and contract for non-certificated staff.

Revised as #1412 on 3/31/81

Re-adopted as NJSB #2130.2 on September 21, 2004

Revised: October 21, 2008

Re-adopted January 10, 2013

NJSA: 18A:6-7.1, 16-1, 16-2, 17-2

NJAC: 6:3-4A.4

Immigration Reform and Control Act of 1986, 8 USCA 1100 et seq.