

SECTION SECRETARIAL/CLERICAL PERSONNEL

AREA ALL LOCATIONS

TITLE Secretary A

QUALIFICATIONS:

1. Administrative or executive level secretarial experience demonstrating superior computer literacy, data processing and typing/transcribing skills as well as full proficiency in Microsoft Word and Excel.
2. The ability to organize the diversified functions of high school, middle school, intermediate school, primary school or specific knowledge/experience in a specialized functional area (i.e. student services, accounting, payroll, human resources, etc.). Previous secretarial experience or experience in the specialized functional area.
3. Such alternative or additional qualifications which demonstrate the following characteristics: enjoys working with young people, parents, the public and peers; cooperativeness; flexibility; discretion; attention to detail, neatness and accuracy.

REPORTING RESPONSIBILITY:

The Secretary A is directly responsible to the building principal, departmental administrator/supervisor or designee.

BACKGROUND OF POSITION:

Principals are responsible for all phases of the educational administration, both instructional and non-instructional, as well as development and maintenance of good communications and staff morale. In addition, the principal institutes and coordinates operational and administrative procedures involving record keeping, building maintenance, budget recommendations, student and parental conferences, inventory of supplies and equipment, etc. The school environment the School Secretary A works in is highly diversified and covers all aspects of curricular, administrative, and disciplinary matters within the framework of school operations.

Functional District Administrators are responsible for the overall operation and control of their office. Depending on the specific department, this may include the accounting, finance, payroll, human resources, special education or building maintenance functions. The office environment the Department Secretary A works in is broad in scope, requires knowledge of the specific function, requires a high degree of flexibility, and attention to detail.

JOB GOAL:

The Secretary A acts as an administrative secretary to the principal and may perform the duties require organization and supervision of the school office. The responsibilities of the position require independent judgment on special assignments as well as maximum discretion in handling confidential student and employee information and material.

TERMS OF EMPLOYMENT:

1. Secretary A on the BREA Secretary Salary Guide.
2. 12 month work calendar.
3. Contract consistent with the agreement negotiated with the applicable bargaining unit.

PERSONAL EVALUATION:

The Secretary A shall be evaluated in writing by the appropriate principal, administrator or supervisor at least once a year. The evaluation shall be based in part on the performance of the responsibilities indicated in this position description. See Policy 4022, Evaluation of Staff.

PERFORMANCE RESPONSIBILITIES:

The Secretary A, depending on the specific school or functional department assignment may have responsibilities in the following areas:

1. Organizes and supervises the school or functional department office in one or more of the following functions:
 - a. Processing of purchase orders
 - b. Maintenance of budget accounts
 - c. Petty Cash
 - d. Attendance
 - e. Documenting and filing staff evaluations
 - f. Maintenance of school or department files
 - g. Clerical graduation activities
 - h. Bookkeeping or recordkeeping functions related to functional area procedures.
2. Reception of parents, teachers and students.
3. May take and transcribe dictation of varying length and complexity of both a confidential and general nature.
4. Answers telephone/voicemail, handling direct calls in the principal's or administrator's absence and follows through on the relay of pertinent information. Contacts individuals to whom the principal/administrator wishes to speak. May be required to maintain extensive parent, inter-district and intra-district communication.
5. Assists in sorting and distributing all school/department mail. Retains correspondence of interest to the principal/administrator and distributes material to appropriate faculty and administrative persons.
6. Composes and drafts answers to routine correspondence as directed by the principal/administrator.
7. Schedules appointments determining in advance the purpose of those desiring to see the principal/administrator.
8. May train or supervise the work of several non-instructional and/or student personnel.

9. Participates in the interviewing and selection of candidates for non-instructional clerical positions in the school's main office or functional department.
10. Assists with the organization and compilation of budget requests.
11. Coordinates calling for repair of computers, office machines and building/department duplicating/copy equipment.
12. Keeps inventory and maintains supplies of office materials and equipment.
13. Records daily absence of personnel, including teachers, assistants, secretaries, custodians and maintains absence data in CSI Personnel/Payroll recordkeeping system and Aesop absence reporting and substitute calling system.
14. Oversees preparation and submittal of time sheets for substitute and part-time employees.
15. May be required to maintain accurate files and records on such things as student referrals, student reports, reimbursement data, and other reports required by the NJ Department of Education.

ADDITIONAL PERFORMANCE RESPONSIBILITIES

1. The Secretary A will perform the duties outlined on a separate task list developed for their specific assignment.
2. Secretary A performs other duties and responsibilities incidental to the office or assigned by the Principal or Administrator.

Position Description approved: 5/25/10