

PUBLIC SCHOOLS OF EDISON TOWNSHIP  
Office of Human Resources

**JOB DESCRIPTION**

**I. TITLE**

Executive Secretary for Personnel (Human Resources)

**II. PRIMARY FUNCTION**

To serve as a confidential and executive secretary and work efficiently and effectively in the overall operation of the administrative office

**III. REPORTS TO**

Director of Personnel (Human Resources)

**IV. QUALIFICATIONS**

- Excellent typing/shorthand skills
- General office skills, including filing and use of word processing equipment
- Proficient in the use of Microsoft Word, Excel, Powerpoint, and Access
- Good organizational skills and ability to carry out multiple tasks independently
- Ability to relate successfully with the public, both in person and via telephone
- Strong analytical, communication and human relations skills
- Ability to understand the need to be discreet when dealing with sensitive information
- Minimum of five (5) years' secretarial experience
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

**V. MAJOR DUTIES AND RESPONSIBILITIES**

- Process and verify certifications for all teaching staff
- Conduct pre-employment workshop for new employees
- Coordinate placement assignments for student teachers
- Prepare annual certificated Fall Report and other state mandated personnel reports/projects
- Coordinate and monitor the Provisional Teacher Program and certification process with the State Department of Education
- Maintain seniority on certified and non-certified staff
- Evaluate salary guide credits for graduate courses for professional staff
- Monitor non-tenure status of all personnel
- Maintain staffing rosters for all schools and update schedule book for central office
- Maintain personnel files and employee database
- Prepare and carry out paperwork involved in the rifting process
- Coordinate and participate in the annual Governor's Teacher Recognition Program
- Schedule all meetings/appointments/conferences involving the Director
- Sort/classify/prioritize mail
- Perform all secretarial and confidential work as assigned by the Director
- File staff evaluations and classroom observation reports
- Organize and delegate work for personnel assigned to the office
- Supervise the maintenance of personnel files
- Prepare employment contracts for all staff
- Prepares federal, state and county reports on all staff as required by law; prepares statistical and financial data and reports for grievance processing and negotiations support
- Supplies supporting data for all staff for preparation of budget, staff evaluation, litigation, and negotiations.
- Perform such other duties as may be assigned by the Superintendent or designee

**VI. TERMS OF EMPLOYMENT**

Twelve-month position – Exempt Group – Salary as determined annually by the Board of Education

/ib  
Job Description/Section III EXECUTIVE SECRETARY FOR PERSONNEL (HR)

~~APPROVED: November 22, 2010~~

APPROVED: January 24, 2011