

PUBLIC SCHOOLS OF EDISON TOWNSHIP
Office of Human Resources

JOB DESCRIPTION

I. TITLE

Executive Secretary to the Superintendent of Schools (B)

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

- Superintendent of Schools

IV. QUALIFICATIONS

- Excellent typing/shorthand skills
- General office skills, including filing and use of word processing equipment
- Good organizational skills and ability to carry out multiple tasks independently
- Ability to relate successfully with the public, both in person and via telephone
- 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

- Prepare monthly personnel report for the Board of Education meetings
- Review and revise leave of absence requests, i.e., medical, maternity, prior to public meetings
- Maintain information regarding returns from leaves of absence
- Prepare and release acknowledgement letters to those on BOE agenda pertaining to retirement, resignations, leaves of absence, etc.
- Prepare and maintain information regarding State of New Jersey Family Leave Insurance Benefits
- Prepare and maintain all paperwork regarding placement of students to the Alternate Program (Day and Evening School), including, but not limited to preparing acceptance letters, attendance, working with transportation to set up bussing, preparation of re-entry letters for return to school
- Prepare and submit reports for the State regarding violence and vandalism
- Produce end-of-year report for violence and vandalism to include school breakdown specifications
- Annually prepare and continue to update Principals' Manual to include such information as 504 Plan packet, Alternate Program packet (Raritan Valley Academy and MRESC), home instruction, Division of Youth and Family Services(DYFS)
- Submit requests to Superintendent of Schools for approval of flyers from outside groups and share information in district buildings
- Schedule all meetings/appointments/conferences as directed by the Superintendent and confirm use of room at Education Center
- Sort/classify/prioritize mail
- Prepare requisitions as assigned by the Superintendent of Schools
- Type principals' evaluations (twice annually)
- Working with office of BOE attorney, prepare for Sexual Harassment Diversity Training Seminars – Policy/handouts – every three years
- Organize and delegate work for personnel assigned to the office
- Perform all secretarial and confidential work as assigned by the Superintendent of Schools and/or Human Resources Director
- 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

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Job Description/Section III Section III Executive Secretary to the Superintendent of Schools (B)

APPROVED: January 24, 2011