

PUBLIC SCHOOLS OF EDISON TOWNSHIP
Office of Human Resources

JOB DESCRIPTION

I. TITLE

Administrative Secretary - Enrollment

II. PRIMARY FUNCTION

To carry out all secretarial and clerical duties necessary for the smooth and efficient operation of the Enrollment Center

III. REPORTS TO

Manager of Enrollment and Data Systems and/or designee

IV. QUALIFICATIONS

- High School diploma
- Demonstrates familiarity with district, philosophy, program and policies
- Computer literacy
- Ability to communicate with the public, both in person and via telephone
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify.

V. MAJOR DUTIES AND RESPONSIBILITIES

- Maintain student computer records and provide student reports as required by schools
- Register as well as re-register students into our district schools
- Process the filing of residency/custody affidavits
- Maintain all student files and student records
- Maintain cumulative record card file of students transferred from district
- Perform such other duties as may be assigned by the Superintendent and/or designee

VI. TERMS OF EMPLOYMENT

Twelve-month position – In accordance with the provisions of the BOE/ETEA salary guide

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Job Description/Section VII SECRETARIAL Administrative Secretary - Enrollment

APPROVED: November 22, 2010