

PUBLIC SCHOOLS OF EDISON TOWNSHIP
Office of Human Resources

JOB DESCRIPTION

I. TITLE

Secretary Class III - Special Services

II. PRIMARY FUNCTION

To carry out all secretarial and clerical duties necessary for the smooth and efficient operation in the Special Services Department

III. REPORTS TO

Director of Pupil-Special Services and/or designee

IV. QUALIFICATIONS

- High school diploma
- Computer literacy –knowledge of Word/Excel
- Word processing skills
- Ability to communicate with general public, parents, staff and students
- Telephone skills
- General organizational skills and ability to carry out multiple tasks independently
- Previous secretarial experience preferred
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

V. MAJOR DUTIES AND RESPONSIBILITIES

- Type all correspondence for child study teams
- Process required paperwork in accordance with NJ Administrative Code to parents and child study team members
- Process referrals from the child study teams
- Maintain organizational records as required by Director of Pupil-Special Services
- Perform clerical work for child study teams as needed
- Maintain confidential records
- Perform such other duties as may be assigned by the Superintendent and/or designee

VI. TERMS OF EMPLOYMENT

Ten-and-one-half month (10 ½) position in accordance with the provisions of the BOE/ETEA Agreement

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Job Description/Section VII SECRETARIAL SECRETARY CLASS III – Special Services

APPROVED: November 22, 2010