

CARLSTADT-EAST RUTHERFORD REGIONAL BOARD OF EDUCATION

Job Description

CENTRAL OFFICE ADMINISTRATION

Administrative Regulations

TITLE:	CONFIDENTIAL SECRETARY (SUPERINTENDENT'S OFFICE)
QUALIFICATIONS:	<ol style="list-style-type: none">1. High school diploma; secretarial training2. Minimum experience in general or school office work as determined by the board3. Knowledge of automated office equipment and excellent word processing and secretarial skills4. Strong analytical, good interpersonal and communication skills. High level of interpersonal skills required to interact with employees, leaders, vendors and others.5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
REPORTS TO:	Superintendent
SUPERVISES:	Secretarial and clerical staff assigned to the superintendent's office
JOB GOAL:	To serve as the superintendent's confidential secretary; supervise all administrative secretarial duties in the superintendent's office and coordinate school-level and district wide administrative activities.
PERFORMANCE RESPONSIBILITIES:	<ol style="list-style-type: none">1. Supervises and coordinates the efficient workflow of the school system relative to the responsibilities of the superintendent.2. Performs all secretarial and confidential work as assigned by the superintendent.3. Supervises the activities of the superintendent's office.4. Supervises and assists in the preparation of all correspondence and reports emanating from the superintendent's office.5. Maintains personnel records of all certified staff.6. Maintains a regular filing system, as well as a set of locked confidential files, and processes incoming correspondence.

7. Places and receives telephone calls and records messages for the superintendent.
8. Maintains a schedule of appointments for the superintendent and makes arrangements for conferences, meetings and interviews.
9. Oversees the hiring of substitute teachers; receives applications; verifies their credentials and prepares substitute teacher lists for board approval.
10. Acts as a liaison between the superintendent and administrative staff in screening and routing inquiries and requests.
11. Assists the superintendent in compiling data and preparing reports required.
12. Performs other related duties as may be assigned by the superintendent.

TERMS OF
EMPLOYMENT:

Salary and work year to be determined by the board of education.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the board's policy on evaluation of noncertified personnel.

APPROVED BY: Board of Education DATE: 3/10/10

REVISED: _____

EMPLOYEE SIGNATURE: _____ DATE: _____

Legal References:

<u>N.J.S.A. 18A:6-7.1</u> through -7.5	Criminal history record
<u>N.J.S.A. 18A:16-1</u>	Officers and employees in general
<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirements
<u>N.J.S.A. 18A:17-2</u>	Tenure of secretarial and clerical employees
<u>N.J.S.A. 18A:17-24</u>	Clerks in superintendent's office
<u>N.J.A.C. 6A:32-6</u>	School employee physical Examinations

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.