

CARLSTADT-EAST RUTHERFORD REGIONAL BOARD OF EDUCATION

Job Description

INSTRUCTION/CURRICULUM

Administrative Regulations

TITLE: CLERK/TYPIST (PRINCIPAL'S OFFICE)

- QUALIFICATIONS:
1. High school diploma; basic secretarial training
 2. Minimum experience in receptionist or school office work as determined by the board
 3. Knowledge of automated office equipment, word processing and basic secretarial skills
 4. 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
 6. 6. Good organizational skills with a knowledge of school district activities, programs and curriculum requirements.

REPORTS TO: Building principal

JOB GOAL: To greet visitors and to answer and direct incoming calls to appropriate individuals.

PERFORMANCE RESPONSIBILITIES:

1. The receptionist, under the direction of the Building Principal, will answer and direct incoming calls and visitors to appropriate individuals. The receptionist will take and forward messages as necessary and be responsible for routine clerical functions related to attendance, charts and record keeping.
2. Answer and direct incoming phone calls to appropriate individuals.
3. Greet incoming children and visitors in a pleasant and courteous manner. Converse with children especially in a calm, friendly way. Determine the nature of visits and direct to the appropriate individual, provide routine information about the school program, and follow confidentiality guidelines.
4. Sort, screen, and distribute incoming mail and process outgoing mail following postal and school district regulations and requirements.

5. Perform routine keyboarding duties. Also use copy machine, calculator, intercom, telephone, fax machine.
6. Compile and post information on standard forms. Using specific formats and systems, enter a variety of administrative data and review for accuracy.
7. Assist in maintaining schedules and calendars.
8. Perform clerical functions incidental to reception activity.
9. Provide information about school enrollment and registration.
10. Explain and advise patrons about school organization and functions.
Give out information and appropriate forms to parents, students, teachers and the public. Collect and organize completed forms.
11. Control the signing in and out of students and visitors.
12. Assist with daily counts.
13. Relieve other office staff during lunch breaks.
14. Call parents as needed and relay information or concerns from students to parents (ie., forgotten lunches, gym clothes, transportation home, etc).
15. Respond to situations, seek assistance should emergencies arise.
16. Performs other related duties as may be assigned by the building principal.

TERMS OF EMPLOYMENT: Work year and salary 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:

N.J.S.A. 18A:6-7.1

through 7.5

N.J.S.A. 18A:16-1

N.J.S.A. 18A:16-2

N.J.S.A. 18A:17-2

N.J.S.A. 18A:17-24

N.J.A.C. 6A:32-6

Criminal history record

Officers and employees in general

Physical examinations; requirements

Tenure of secretarial and clerical employees

Clerks in superintendent's office

School employee physical examinations

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