

ATTACHMENT C-1

Sayreville Public Schools
Job Description-Support Secretary
(Full-Time 10 month)

I. QUALIFICATIONS

1. High School graduate with proficiency in office secretarial/clerical skills, including filing, dealing with the public, etc. Must have proficiency with current office applications such as Microsoft Office, Word Perfect, and Excel.

II. PRIMARY FUNCTIONS

Perform all work assigned by the Building Principal, Assistant or Vice Principal, and the Secretary to the Principal.

III. REPORTS TO:

Building Principal or other person(s) as may be designated by the building principal.

IV. MAJOR RESPONSIBILITIES AND RESPONSIBILITIES INCLUDE:

1. Performs all office/clerical support for producing student grades and exams.
2. Maintains the administration detention book.
3. Assists with annual budget preparation.
4. Assists in the organization and clerical support necessary for putting together an annual commencement program.
5. Types correspondence, notices, and reports.
6. Completes and maintains documents related to Federal Lunch Program.
7. Serves as back-up person for substitute caller.
8. Assists in bulk mailing process.
9. Assists with routine office operations such as filing, copying, word processing and answering the phone.
10. Receives and routes incoming calls and correspondence.
11. Prepares correspondence, notices, and reports.
12. Maintains a well-organized, up-to-date filing system.
13. Operates all business machines necessary to complete reports and clerical work required in the operation of the office.
14. Provides assistance to parents, students, staff, and members of the public who come to the main office.
15. Provides support for guidance services.

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16. Provides support for nursing services.

MAJOR DUTIES AND RESPONSIBILITIES-(CONTINUED)

17. Performs all other duties which may be within the scope of his/her employment as may be assigned by his/her superior(s) under the authority of the Board of Education.

V. TERMS OF EMPLOYMENT

Work year and salary to be determined by the Board of Education.

VI. EVALUATION

Performance of this job will be evaluated annually in accordance with the state law and provisions of the board's policy on evaluation of non-certified staff.