

## WATCHUNG BOROUGH PUBLIC SCHOOLS

### JOB DESCRIPTION

---

**TITLE:** EXECUTIVE SECRETARY TO THE SUPERINTENDENT OF SCHOOLS

**REPORTS TO:** Superintendent of Schools

**QUALIFICATIONS:**

1. High school diploma; secretarial and computer training.
2. Minimum of three years' experience in central office or school office work.
3. Experience with MS Word, PowerPoint, Excel, Access, Publisher, and Outlook, and mail merge functions in various programs.
4. Excellent secretarial skills.
5. Strong analytical, communication, and human relations skills.
6. Ability to maintain confidentiality as required and appropriate.
7. Has knowledge of personnel software
8. Required criminal history background check

**JOB GOAL:** To serve as the Superintendent's confidential secretary and coordinate school-level and district-wide administrative activities

**PERFORMANCE RESPONSIBILITIES:**

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. Collects and prepares all information for committee meetings and Board of Education meeting agendas
4. Prepares policy agenda with policy chairperson and maintains the district policy manual and on-line system
5. Prepares all correspondence, district calendar, reports, agendas, minutes and Board of Education packets emanating from the office of the Superintendent
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 e-mails, and records messages for the Superintendent
8. Maintains a schedule of appointments for the Superintendent, and makes arrangements for conferences, meetings, and interviews
9. Acts as a liaison between the Superintendent, Board of Education members, and administrative staff in screening and routing inquiries and requests
10. Assists the Superintendent in preparing reports required by law, administrative code, and Board of Education policy
11. Assists as needed in the collection and processing of all new employee paperwork
12. Maintains and files documents in the personnel files
13. Coordinates with the business office and school personnel, to ensure that all preparations are complete for new employee arrival
14. Issues, collects, and files all employee contracts
15. Enters all new employees in the Personnel Module (demographic data, salary, experience, job information)
16. Assists in the reclassification of, and salary guide placement for, professional staff members
17. Assists in the preparation of seniority lists for professional and support staff
18. As requested, verifies employment for active and inactive employees
19. Maintains and updates all personnel data
20. Assists as needed in the preparation and distribution of postings and newspaper ads
21. Prepares and places openings on district website
22. Tracks and records attendance for district employees
23. Assists where needed with the collection of data and updating the annual district directory
24. Creates employee files and collect all required documentation
25. Keeps accurate list of vacant positions and new hires
26. Keeps accurate list of leaves of absence
27. Maintains current employee lists (tenure, non-tenure, professional and support)
28. Prepares job descriptions for approval of the Personnel Committee and Board of Education

29. Maintains approved job description binder
30. Adds approved job descriptions to the shared folder
31. Processes requests for approval for tuition reimbursement
32. After completion of course, collects all required documentation and arranges for reimbursement to employee
33. Processes personal day and vacation day requests subsequent to Superintendent's approval
34. 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 Board of Education policy on evaluation of non-certified personnel.

**APPROVED:** January 2, 2019