

TITLE: SECRETARY

QUALIFICATIONS:

1. High school diploma or equivalent training
2. Good word processing skills
3. Knowledge of automated office equipment and efficient office procedures
4. Good telephone skills and ability to communicate effectively
5. Knowledge or ability to learn computerized student information systems
6. Required criminal history check and proof of U.S. citizenship or resident alien status

REPORTS TO: Designated Supervisor

JOB GOAL:

To carry out all secretarial and clerical duties necessary for the smooth and efficient operation of the office in a professional and respectful manner with parents, students, and staff.

PERFORMANCE RESPONSIBILITIES:

General Duties

1. Receives and routes incoming calls and correspondence.
2. Performs usual office routines.
3. Types correspondence, notices and reports.
4. Maintains a well-organized up-to-date filing system.
5. Operates all business machines necessary to complete reports and clerical work required in the operation of the office.
6. Arranges meetings, prepare agendas and handles follow-up activities as necessary.
7. Assists, logs in, and directs visitors to the schools.
8. Maintains confidentiality as required and appropriate.
9. Performs other tasks related to the efficient operation of the office as assigned.
10. Responds appropriately to emergency situations, as trained.

Telephone/Mail/Communications

1. Under the direction of the Building Principal, answer and direct incoming calls and visitors to appropriate individuals. 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. Sort, screen, and distribute incoming mail and process outgoing mail following postal and school district regulations and requirements.
4. Provide information about school enrollment and registration.

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5. 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.

Students

1. Greet incoming children and converse with them especially in a calm, friendly way.
2. Assist with daily counts.
3. Call parents as needed and relay information or concerns from students to parents (i.e., forgotten lunches, gym clothes, transportation home, etc) in a respectful and calm manner.
4. Input purchase orders at direction of the building Principal or supervising Administrator.

Clerical

1. Compile and post information on standard forms. Using specific formats and systems, enter a variety of administrative data and review for accuracy.
2. Maintain schedules and calendars.
3. Enters daily attendance and maintains class lists.
4. Updates information into the student information system.
5. Perform routine keyboarding duties. Also use copy machine, calculator, intercom, telephone, fax machine.
6. Coordinates travel arrangements as assigned.
7. Perform clerical functions incidental to office activity.

Security/Visitors/Emergencies

1. Control the signing in and out of students and visitors.
2. Greet visitors in a pleasant and courteous manner. Determine the nature of visits and direct to the appropriate individual, provide routine information about the school program, and follow confidentiality guidelines.
3. Respond to situations, seek assistance should emergencies arise.

Registration and record-keeping

1. Organizes and performs admissions, registration, and student records functions. Reviews and compiles student admission applications and related documents. Maintains academic records, verifies enrollment, coordinates graduation, and implements applicable student policies, in accordance with accreditation standards and privacy laws; may coordinate acceptance and receipt of fees, as appropriate to the position.
2. As appropriate to the position, reviews and processes student applications and/or documents; reviews and/or compiles and updates student credentials needed for admissions status; monitors progress of applicants.
3. Provides administrative support, which may include scheduling meetings and events, maintaining various office files, initiating and drafting correspondence, and other related duties.
4. Meets with newly enrolled students and parents in person or on the phone to review forms and explain the enrollment and planning process. Will address some specifics on the completion of the forms not allowed to be covered in the enrollment interview by the ADA by law / regulations.

SECRETARY (continued)

5. Will assist with the collection of all paperwork by responding to specific questions during the form completion process. Will follow up on missing forms until file is complete. Will act on all missing forms notices.
6. Sets objectives for the district's admissions program and assists with an annual budget when assigned.
7. Coordinates registration of students, compiling, evaluating, and retaining student records, and policy interpretation and advisement as appropriate, oversees grade and transcript processing; coordinates academic information for graduation clearance; compiles statistical information and prepares reports; may provide special program certifications, as appropriate.
8. Applies knowledge of academic standards governing student probation, suspension, and/or expulsion.
9. Develops and maintains recordkeeping systems and procedures.
10. Coordinates the grade petition process, responses to inquiries concerning academic performance, and resolves problems regarding the management of student records. May monitor academic standing, coordinate probation and suspension actions, and/or administer principal's lists, as appropriate to unit requirements.
11. Communications with students, parents, staff, and the public
12. Coordinates the preparation and distribution of school publications pertaining to admissions and enrollment.
13. Responds to requests for public information about the district's admissions, enrollment, policies and programs.

Other

1. Receive and account for petty cash and activity funds raised.
2. Prepare purchase orders, place orders and maintains supplies for office and teaching staff.
3. Attends training on new and ongoing systems, as appropriate.
4. Performs other related duties as may be assigned by the building principal.

TERMS OF

EMPLOYMENT: 12-month association employee

ANNUAL

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.