

**SOUTH AMBOY SCHOOL DISTRICT
SOUTH AMBOY, NJ 08879**

JOB DESCRIPTION

Pupil Personnel Services Secretary

NONCERTIFIED

TITLE: Pupil Personnel Services SECRETARY

QUALIFICATIONS:

1. High school diploma or equivalent training
2. Minimum experience as determined by the board
3. Word processing skills and ability to use Google Apps, including a working knowledge of specialized vocabulary used by the Child Study Team.
4. Knowledge of automated office equipment and efficient office procedures. Proficiency in technology used by the district and ability to learn new software applications, as needed.
5. Knowledge of district rules and procedures such as attendance rules.
6. Strong interpersonal skills, including good telephone skills and ability to communicate effectively.
7. Ability to maintain confidentiality in all situations and interactions.
8. Required criminal history background check and proof of U.S. citizenship or resident alien status
9. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

REPORTS TO: Director of Pupil Personnel Services or designated supervisor

JOB GOAL: Perform challenging secretarial and clerical duties pertaining to pupil personnel services entailing a high degree of responsibility, discretion and confidentiality, using independent judgment, in addition to routine work necessary for the smooth and efficient operation of the Department of Pupil Personnel Services.

PERFORMANCE RESPONSIBILITIES:

1. **Communications** – receives and routes incoming calls and correspondence. A self-starter who consistently is comfortable handling confidential or sensitive topics. Screens calls and inquiries that involve sensitive topics. Accommodates the caller's concerns without being judgmental while making the supervisor aware of issues. Assists with daily calls concerning parental and/or student concerns. Maintains phone answering services and intercom communications.
2. **Files, Database, Scheduling And Operations Data** – provides receptionist duties as needed, coordinates and maintains sign in/sign out sheets and the integrated daily appointment schedule for the PPS office and Child Study Team. Assists, logs in, and directs visitors to the schools. Schedules appointments including meetings and interviews in a manner that protects confidentiality of visitors and applicants. Maintains confidentiality of records and information. Maintains a well-organized up-to-date filing system. Maintains highly confidential records, files and sensitive correspondence, ensuring that the material is properly marked, secured and accessible for immediate use by administrators. Uses the IEP software, budget software, purchase order software, and other software purchased by the district. Maintains and accesses daily enrollment information in the form of registers, daily attendance sheets, disciplinary letters, add/drop data for students. Inputs Medicaid/SEMI information and maintains accurate student records for NJSMART uploads.
3. **Meetings** – arranges meetings, prepares agendas, takes clear notes and handles follow-up activities as necessary. Makes sure the administrator has any necessary back-up materials needed. Prepares minutes when assigned. Coordinates travel arrangements as assigned.

Pupil Personnel Services SECRETARY (continued)

4. **Reports** –assists the superintendent or designee in compiling data and preparing reports required by law, administrative code and board policy. Maintains the confidentiality of source data and confidential records that are summarized and assembled into the final report.
5. **Office Functions** – performs usual office routines, plus assembles confidential material according to instructions, prepares summaries of confidential documents, and maintains confidential files. Prepares correspondence, notices and reports, and verifies the accuracy of the work done. Operates all business machines necessary to complete reports and clerical work required in the operation of the office. Maintains the IEP Direct information accurately. Prepares letters, memos, charts, schedules, forms, agendas, ASSA Report, NJSMART data entries, End-of-year Report, IDEA Application and various instructions and maintenance records on computer or secure drives.
6. **Functions Efficiently As Part Of A Team** – prepares and edits letters, memos and reports from learning consultants, speech/language therapists, occupational therapists, physical therapists, social workers and psychologists. Distributes mail to members of the Child study team (CST). Prepares duplicates and copies of materials for the efficient functioning of the CST. Relates congenially with child study team co-workers, other district staff, parents and students, some of whom may be under stress. Relates agreeably and effectively with county office staff. On a daily basis, handles all paperwork from the county office of Special Education such as exceptions, approvals for placements, etc.
7. **District Goals** – supports the Board of Education and the philosophy, goals and objectives for the district, its schools, and its departments. Reports any concerns about deviations from district philosophy, such as may impair delivery of services, to immediate supervisor in a timely manner.
8. **Professional Development** – attends workshops, conferences and meetings as are pertinent to the position.
9. **Other** – performs other related specialized and confidential assignments as required, including other tasks related to the efficient operation of the office as assigned by the administration.

TERMS OF

EMPLOYMENT: Salary and work year to be determined by the Board of Education

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.

Approved by: South Amboy Board of Education

Date:

Revised: March 20, 2017

LEGAL REFERENCES:

<u>N.J.S.A. 18A:6-7.1</u>	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; requirement
<u>N.J.S.A. 18A:17-2</u>	Tenure of secretarial and clerical employees
<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.