

CUMBERLAND REGIONAL SCHOOL DISTRICT**JOB DESCRIPTION****SECRETARY TO THE SUPERINTENDENT
(Confidential Employee)****JOB GOAL**

To maximize the effectiveness of the Superintendent's Office, and to assist in the daily operation of the school district.

QUALIFICATIONS

1. High school diploma or approved equivalent.
2. Post-secondary training is preferred.
3. Minimum of five years of comprehensive related office experience.
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

DUTIES/RESPONSIBILITIES

Following instructions from the Superintendent, undertakes the functions as stated below:

1. Works in concert with the Superintendent on a wide variety of tasks necessary to forward the operation of the school district.
2. Creates a wide variety of letters, communications, forms, reports and tables in a neat and accurate manner.
3. Organizes agendas and Superintendent's reports for monthly Board meetings.
4. Obtains, gathers and organizes pertinent data as needed.
5. Prepares and assists in filing state reports as directed.
6. Maintains a regular filing system, including confidential personnel files, and processes incoming correspondence as instructed.
7. Interacts with candidates applying for regular and substitute positions and directs them in processing their applications for employment.
8. Maintains a schedule of appointments.
9. Insures all necessary certification credentials are received for new employees of the district.
10. Places and receives telephone calls and records messages.
11. Adhere to related Federal laws, New Jersey school law, State Board of Education rules and regulations, Board of Education policies, regulations and procedures.
12. Performs any other tasks in association with the specific position or as directed by the Superintendent.

REQUIRED SKILLS/ABILITIES

1. Detail-oriented and professional.
2. Excellent written and verbal communication skills.
3. Proficiency with Microsoft Office Suite and other job-related software.
4. Working knowledge of office procedures and the operation of common office equipment and

- machines.
5. Basic understanding of clerical procedures and systems such as recordkeeping and filing.
 6. Ability to work independently and reliably.
 7. Ability to transcribe recorded notes and reports of a complex nature with speed and accuracy.
 8. Ability to interact with people with great tact, poise and courtesy.
 9. Ability to organize and prioritize tasks including delegation of tasks when appropriate.
 10. Knowledge and experience with state reporting procedures.
 11. Ability to accept and follow verbal/written direction for complex projects/tasks and work through to a successful completion.
 12. Knowledge of, or ability to quickly acquire, familiarity with the roles and function of the assigned department, and any specifically applicable laws or guidelines.
 13. Regular attendance.
 14. Prolonged periods sitting at a desk and working on a computer.
 15. Ability to lift up to 25 pounds at a time on occasion.

REPORTS TO

Superintendent.

TERMS OF EMPLOYMENT

Twelve-month contract. Salary and work year to be determined by the Board of Education.

EVALUATION

Performance of this job will be evaluated twice each year by the Superintendent utilizing the district's evaluation instrument.

*This job description is subject to change at any time.

APPROVED BY:	Cumberland Regional Board of Education
DATED:	January 11, 1990
AMENDED:	June 12, 2008
AMENDED:	February 12, 2009
AMENDED:	September 22, 2011
AMENDED:	November 20, 2024