



WALL TOWNSHIP PUBLIC SCHOOLS

Title: Executive Confidential Secretary to the 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. Required criminal history background check and proof of U.S. citizenship or legal residential alien status.

Reports To: Superintendent of Schools

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. Collect and prepare 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 online system.
5. Prepare 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. Prepare HIB correspondence to parents/guardians and maintain these in our database.
12. Coordinate HIB hearing and prepare correspondence for the Board attorney.
13. Report to the DOE the District's HIBs and Violence and Vandalism
14. Initiate residency investigations when appropriate and inform the Superintendent of the results.
15. Coordinator residency hearings and prepare correspondence for the Board and Board attorney.
16. Draft letters and documents; collect and analyze information; initiate calls/emails to proactively research information.
17. Maintaining the Superintendent's confidence and protecting all office operations by keeping information confidential.
18. Working closely and effectively with the Superintendent to keep him/her well informed of upcoming commitments and responsibilities.
19. Contributing to team effort by working collaboratively with the Superintendent's Cabinet and direct reports.
20. Prepares and facilitates the arrangements in the Superintendent's conference room every other year



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for the Thanksgiving Day Football Game.

21. 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: November 19, 2013

Revised: December 18, 2018

Revised: July 18, 2023