

# **JOB DESCRIPTION**

## **PATERSON BOARD OF EDUCATION**

**SECRETARIAL and CLERICAL  
4041 Substitute Secretary  
Page 1 of 5**

**JOB TITLE:** SUBSTITUTE SECRETARY

**REPORTS TO:** The Administrator or designee

**SUPERVISES:** N/A

### **NATURE AND SCOPE OF JOB:**

Performs confidential secretarial and clerical responsibilities necessary for an efficient and effective office, that assists the Administrator or designee and District staff in the performance of responsibilities so that a safe environment and effective clerical duties are provided.

### **QUALIFICATIONS:**

The Substitute Secretary shall:

1. Have earned a high school diploma or equivalent
2. Demonstrate excellent secretarial skills, including at least 50 words per minute at the keyboard with a minimum of errors, general bookkeeping skills, organizational and filing skills, and the ability to use electronic equipment for word processing, data management, information retrieval, visual presentations, and telecommunications.
3. Be proficient in the use of Microsoft Office or an equivalent computer program.
4. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
5. Demonstrate appropriate telephone etiquette, with proper voice inflection.
6. Have excellent integrity and demonstrate good moral character and initiative.
7. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community, including difficult and emotional situations.
8. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
9. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
10. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4

# **JOB DESCRIPTION**

## **PATERSON BOARD OF EDUCATION**

**SECRETARIAL and CLERICAL  
4041 Substitute Secretary  
Page 2 of 5**

11. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
12. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

### **VERIFICATION OF COMPETENCY:**

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors, or other professional sources.
4. Employment interview.

### **EMPLOYMENT TERMS:**

The Substitute Secretary shall be employed under the following terms:

1. At per diem rate as needed.
2. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

### **JOB FUNCTIONS AND RESPONSIBILITIES:**

The Substitute Secretary shall:

1. Organize and maintain an efficient and effective office that handles a variety of tasks for the administration, faculty, students, and parents of the school.
2. Perform secretarial and clerical tasks of a varied nature. Many tasks will require a thorough knowledge of the rules and regulations of the school and school system and the frequent exercise of independent judgment within the scope of the authority granted by the Administrator.
3. Distribute mail and handle correspondence of the office, responding to routine requests for information, and transcribing, word processing, and proofing letters and responses.
4. Type, reproduce and distribute notices to staff, students and parents.
5. Ensure that all communications from the office meet proper written and oral English standards.

# **JOB DESCRIPTION**

## **PATERSON BOARD OF EDUCATION**

### **SECRETARIAL and CLERICAL**

**4041 Substitute Secretary**

**Page 3 of 5**

6. Act as a receptionist, greeting visitors, answering telephone calls in a pleasant and efficient manner, and communicating effectively in routine, sensitive, and confidential matters.
7. Register new students, secure appropriate student records, maintain confidential student records, and transfer records for students moving to other schools, if necessary.
8. Maintain attendance data for each staff member, recording attendance, absences, substitutes, and other required information. Prepare attendance reports, coordinated with payroll data, as required, if necessary.
9. Maintain a current school calendar of events and use of facilities, if necessary.
10. Maintain efficient and well organized electronic and paper data collection and filing systems, including confidential student and personnel files.
11. Arrange appointments and maintain a schedule for the Administrator or designee and assigned staff.
12. Make announcements and operate the school intercom systems, if necessary.
13. Assist the Administrator or designee in the preparation of reports and documents by creating graphics and displays, using word processing and data management, creating an attractive presentation, copying, collating, and distributing final products.
14. Create forms, and compile and organize data and information necessary for the efficient operation of the office, the completion of required district and State data collections, and the completion of the Administrator's or designee's responsibilities. Complete all required monthly and year end reports in a timely fashion.
15. Order and maintain office supplies.
16. Maintain inventories of books, materials, and equipment of the assigned location.
17. Create and maintain a clean, attractive, orderly, safe, and efficient office environment.
18. Recommend to the Administrator or designee improvements needed in office procedures or operations.
19. Communicate to the Administrator or designee any unusual situations. Advise immediately of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol, or controlled substances.
20. Assist the Administrator or designee and staff in handling interruptions and emergencies, calling for assistance when needed.
21. Work cooperatively with staff in other offices with the completion of large or time sensitive projects or emergencies.

# **JOB DESCRIPTION**

## **PATERSON BOARD OF EDUCATION**

**SECRETARIAL and CLERICAL**

**4041 Substitute Secretary**

**Page 4 of 5**

22. Maintain a safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
23. Attend required staff meetings and serve, as appropriate, on staff committees.
24. Keep informed about school and district activities, requirements of the law and code, Board policy and regulations, and other information necessary for the functioning of the office.
25. Continue to grow through collaboration with fellow staff members and participation in appropriate staff development and workshop programs.
26. Display ethical and professional behavior in working with everyone who communicates or is associated with the office. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, accepting responsibility, and an effective work ethic.
27. Protect confidentiality of records and information about students and staff, and use discretion when sharing any such information within legal confines.
28. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
29. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Administrator or designee, and not otherwise prohibited by law or regulation.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.

# JOB DESCRIPTION

# PATERSON BOARD OF EDUCATION

SECRETARIAL and CLERICAL  
4041 Substitute Secretary  
Page 5 of 5

6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

## ENVIRONMENTAL DEMANDS:

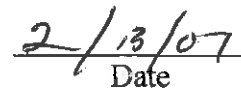
The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

## EVALUATION:

The Administrator or designee shall evaluate the Substitute Secretary in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

  
Approved

  
Date