

Lacey Township School District

Confidential Human Resources Secretary

JOB TITLE: Confidential Human Resources Secretary

REPORTS TO: Human Resources Manager

JOB GOAL: To support the efficient operation of the Human Resources department, with a primary focus on onboarding staff, substitutes, volunteers and athletic coaches, personnel file management, and data entry.

QUALIFICATIONS:

1. High school diploma or equivalent required.
2. Proven experience in an office environment, preferably in a Human Resources department or school district setting.
3. Proficiency in data entry and database management, with experience using HRIS systems (specific experience with Systems 3000/Frontline/Google is highly desirable). Proficient in Microsoft Word and Excel.
4. Exceptional organizational and record-keeping skills; meticulous attention to detail; ability to maintain strict confidentiality; strong verbal and written communication skills; ability to manage multiple tasks and meet deadlines.

PERFORMANCE RESPONSIBILITIES:

1. Onboarding/Off Boarding Employees
 - a. Handle the collection, processing, and filing of all onboarding paperwork for new employees.
 - b. Complete emergent criminal history forms for new employees when necessary.
 - c. Track and file criminal history documentation and misconduct forms for all staff.
 - d. Enter all new employees into the HR Systems (Frontline/System 3000).
 - e. Create all staff profiles, work hours, assignments, supervisors, etc. in the respective Frontline platform.
 - f. Create personnel files with separate folders for health benefits, contracts, certification, attendance, and miscellaneous documents.
 - g. Create and send employee welcome letters and contracts to new employees; collect signed contracts, ensure proper signatures of district administration, and return an executed copy to employees.
 - h. File all correspondence and completed contracts in personnel files.

- i. Upon resignation, retirement or termination, deactivate the employee in the HR System (e.g. Frontline/Systems 3000), pull their personnel and medical files, and file them with the terminated files.
2. Onboarding/Off Boarding Substitutes, Volunteers & Athletic Coaches
 - a. Review all substitute applications for experience and qualifications.
 - b. Contact applicants regarding the requirements for substitute positions as well as volunteer and/or athletic coaching.
 - c. Handle the collection, processing, and filing of all onboarding paperwork for new substitutes, volunteers and athletic coaches.
 - d. Enter all new substitutes into the HR systems (e.g. Frontline/Systems 3000).
 - e. Create all staff profiles in the HR systems (e.g. Frontline/Systems 3000).
 - f. Track and file criminal history documentation and misconduct forms for all substitutes, volunteers and athletic coaches.
 - g. Complete emergent criminal history forms for new substitutes, and athletic coaches when necessary.
 - h. Create personnel files, and medical files for substitutes, volunteers and athletic coaches.
 - i. File all relevant correspondence in substitutes, volunteers and athletic coaches personnel files.
 - j. Send renewal form to eligible substitutes after confirming he/she worked one (1) day in the prior school year to determine eligibility for reappointment for the upcoming school year.
 - k. Create and send out substitute welcome letters via Frontline when Board approved, and after annual reappointment approval.
 - l. Process and update name and address changes to substitute data in the HR system (e.g. Frontline/Systems 3000).
 - m. Upon resignation, end of long term substitute contract, end of season, or termination, deactivate substitutes, and athletic coaches in HR Systems (e.g. Frontline/Systems 3000), pull their personnel and medical files, and file them with the terminated files.
3. General Office Support
 - a. Place and receive telephone calls and route messages appropriately.
 - b. Support the Board Office staff with job duties as needed.
 - c. Serve as the Board Office receptionist by monitoring the telecom system for visitors entering the office.
 - d. Prepare certain areas of the agenda for board meetings, specifically the substitute lists.
 - e. Update and track annual contracts, ensuring they are filed correctly in staff personnel files.

- f. Process and update assignments for staff transfers in (e.g. Frontline/Systems 3000).
- g. Update staff member start/half day/end times in Frontline, if necessary.
- h. Review frequently and update Frontline online packets and all onboarding paperwork to be sent electronically to new substitutes, volunteers and athletic coaches, including updating attachments in Frontline Central Forms.
- i. File medical documents in the staff medical files, and evaluation documents in staff personnel files.
- j. Update master copies of letters and contracts when necessary (e.g., changes to Board President/Vice President, Superintendent).
- k. Process and update name and/or address changes in the HR systems (e.g. Frontline/Systems 3000), coordinating with purchasing and benefits. Update file jacket for name changes.
- l. Create, send, and file all letters pertaining to Board Agenda items (e.g., advanced degree, salary change, CEU, rescind, retirement, resignation).
- m. Carries out such other secretarial duties as may be assigned by the Superintendent of Schools, Business Administrator/Board Secretary or Human Resources Manager, or their designee.

TERMS OF EMPLOYMENT: Work year and salary to be determined by the Board of Education.

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: Lacey Township Board of Education

Date Approved: November 20, 2025