CLASSIFIED			
Work Location	Roseland School District as Assigned	**Responsible To**	Preschool Coordinator or Designee as assigned by the Superintendent
Work Year	11 months	**Hours**	To be determined
Salary	Appropriate step and range on the CSEA Salary Schedule	**Benefits**	On a pro-rata basis for less than 1.0 FTE

SUMMARY:
The preschool secretary works under the supervision of the Preschool Coordinator or Designee and is responsible for the clerical functions of the preschool program.

GENERAL RESPONSIBILITIES:

- Answers telephone in pleasant, helpful manner and maintains professional demeanor while speaking to the public. Greets parents and visitors in a welcoming manner.
- Assists with registration paperwork and procedures.
- Contact parents regarding registration, attendance, and other related issues as assigned.
- Types and makes copies of school forms and completes various state reports.
- Maintains all office files in an organized manner.
- Maintains attendance and enrollment records.
- Arranges for substitute supervision when teachers call in sick or are otherwise engaged and unable to perform supervision responsibilities.

DUTIES RELATED TO STUDENT and PARENTS:

- Maintains files on all students.
- Maintains student sign-out list, and volunteer/visitor sign-in/out list.
- Contacts school nurse or parent when necessary and appropriate.
- Completes accident report forms and distributes appropriately when necessary for students or staff.
- Other related duties as assigned.

DUTIES RELATING TO STUDENT ENROLLMENT/ATTENDANCE:

- Responsible for the proper enrollment of all students, including the collection of any required documentation.
- Checks that health records are up-to-date prior to admission.
- Informs parents of state requirements for immunizations and timelines for meeting requirements.
- Ensures parents receive appropriate school information.
- Confers with principals as to appropriate classroom placement.
- Distributes copies of registration forms to appropriate school personnel.
- Maintains adequate supply of enrollment forms/registration packets.

- Responsible for data entry to all pertinent information relative to student enrollment/ attendance information, posts daily attendance, assists in calling parents to obtain absence excuses, familiar with state guidelines relative to excused/non-excused absences. Monthly updates and prints daily attendance sheets, completes necessary forms preparation for attendance folders with copies to cafeteria for lunch and breakfast programs. Prints monthly attendance reports, reconciles with daily attendance records sheets. Provides monthly and daily attendance reports to the Business Office by established deadlines.
- Completes and provides necessary State Reports.
- Types and posts class lists.

QUALIFICATIONS:

REQUIRED:

- High School Diploma/ GED;
- Appropriate typing and computer skills;
- Secretarial/general office experience; and
- Fluency in English and Spanish, both oral and written.

DESIRED:

- Experience working in a school setting;
- Experience with computer systems and programs
- Integrity, honesty, warmth, sense of humor, and a genuine interest in others.

BOARD APPROVED: AUGUST 23, 1999
BOARD REVISED: AUGUST 8, 2006
BOARD REVISED: APRIL 21, 2010