

**SAYREVILLE PUBLIC SCHOOLS**  
**JOB DESCRIPTION – SECRETARY TO MIDDLE SCHOOL PRINCIPAL**

**I. Qualifications:**

High school diploma or equivalent required; associate's or bachelor's degree preferred. Demonstrated proficiency in office technology, digital communication platforms, and school information systems. Candidates must exhibit strong organizational, interpersonal, and written communication skills. The Board of Education may consider equivalent combinations of education and experience.

**II. Reports To:**

Building principal, or other person(s) as designated by the building principal.

**III. Primary Function:**

Assumes supervisory responsibility on a regular and continuing basis for all general school office functions, including serving as the primary point of contact for the public, professional and non-professional staff, and students. Serves as a key operational leader in maintaining an efficient, welcoming, and technology-forward school office environment.

**IV. Supervises:**

Office staff and other non-professional personnel as directed, and students under the direction of appropriately certificated personnel as directed by the building principal and/or their designee(s).

**V. Major Duties and Responsibilities:**

1. Oversees and coordinates all office and clerical operations required for the efficient functioning of Sayreville Middle School, including workload distribution among clerical staff, budget tracking, and submission of required state and district reports (including enrollment/register reports).
2. Drafts, edits, and manages all principal correspondence and school communications using digital tools, including email, school management systems, and communication platforms, while maintaining strict confidentiality of school operations.
3. Manages the master key and building access systems, including coordination with digital access control systems as applicable.
4. Oversees and assumes full responsibility for student attendance procedures, register statistics, and required attendance reports in compliance with district, state, and federal requirements.
5. Maintains attendance records for all personnel using district HR and payroll systems.
6. Directs and performs, as necessary, all duties and responsibilities assigned to a middle school secretary.

7. Assists in upholding and enforcing school rules, administrative regulations, and Board of Education policy.
8. Assists in coordinating school events and ceremonies, including promotion/graduation activities, working collaboratively with the PTA, administration, and community stakeholders.
9. Serves as the primary contact and triage point for school-based technology support needs, coordinating with the district's technology department as needed.
10. Utilizes and maintains proficiency in district-adopted school information systems (e.g., student information systems, HR platforms, communication tools).
11. Adjusts hours as needed to ensure full office coverage during the school day and for school-related events.
12. Performs other duties within the scope of employment as assigned by supervisors under the authority of the Board of Education.

#### **VI. Evaluation:**

Performance will be evaluated in accordance with applicable statute, administrative code, and Board of Education policy.

*Note: This job description reflects the operational needs of a forward-facing school community and is subject to periodic review and revision by the Board of Education.*