Tenafly PUBLIC SCHOOLS

SECRETARY (GUIDANCE OFFICE)

Qualifications:

- High school diploma or equivalent; valid New Jersey driver's license.
- Minimum experience as determined by the Board, but should include coursework and/or background in secretarial, clerical, and computer-based functions.
- Effective organizational skills and demonstrated proficiency in data processing and use of schoolbased technology and student information systems.
- Good interpersonal and communication skills.
- Required criminal history background check and proof of U.S. Citizenship or legal resident alien status.

Primary Function:

To assure the smooth and efficient operation of the Office of Guidance & School Counseling office, and to effectively prepare and execute data needs as identified by the Administration.

Direct Report:

Director of Guidance

Specific Duties and Responsibilities:

- Keeps confidential all correspondence, reports and other documents related to the district's guidance office.
- Performs general secretarial tasks including, but not limited to, producing letters, reports, memorandums, etc. via the computer: makes photocopies, files, distributes mail, etc.
- Receives, processes, forwards and responds to calls, emails and correspondence as appropriate.
- Communicates in a positive manner with staff, students, parents and visitors.
- Performs office routines including preparation of reports, correspondence, notices and agendas under the direction of the immediate supervisor.
- Uses Genesis for coordination and maintenance of student information, demographics and programs.
- Maintains records as directed by immediate supervisor, including scholastic records, test scores and student report cards.
- Word-processes efficiently and utilizes programs in Microsoft Office, and operates other office machines as required.
- Shares duties with and supports other secretaries in the building.
- Supports other office personnel as needed for an efficient office operation
- Organizes and maintain student confidential records, including but not limited to 504s.
- Makes appointments and maintains schedule and calendars of the Counseling Staff.
- Answers phones and addresses questions within the assigned scope of responsibility, and refers other inquires to the responsible individuals.
- Performs other duties as assigned by the Director of School Counseling and/or building principal where assigned.
- Performs specialized and confidential assignments, as required, including other tasks related to the efficient operation of the Curriculum & Instruction Office.

Terms of Employment:

12-month position, as designated by the Board of Education.

Evaluation:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation

of non-certificated personnel.

Board Approved:
04/26/21 Resolution P-10

Revised: