Tenafly PUBLIC SCHOOLS

SECRETARY (SCHOOL BUILDING)

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 school-based 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 perform clerical functions for the efficient operation and administration of the school buildings.

Direct Report:

Building Principal and/or other building administrator/supervisor, as assigned

Specific Duties and Responsibilities:

- Supports the Board of Education's and administration's philosophy, goals, and objectives for the district, its schools, and its departments.
- Types correspondence and communications for the principal/supervisor in the form of letters, memorandums, reports, observations, diplomas and special projects.
- Maintains confidential personnel records, (e.g., teacher evaluations, recommendations for employment, etc.).
- Maintains daily enrollment and student attendance information in the form of registers, daily attendance sheets, disciplinary letters, add/drop data, etc.
- Prepares reports from the principal/supervisor as assigned.
- Provides secretarial services for special projects authorized by the principal/supervisor.
- Prepares yearly budget items necessary for school and office operation under the direction of the principal/supervisor and orders of all office, building, and/or departmental supplies.
- Updates and maintains faculty/staff handbook for the school and/or department under the direction of the principal/supervisor.
- Creates press releases and other community outreach materials after review by the principal/supervisor.
- Serves as a backup secretary in the absence of colleagues for general typing, reception, and telephone duties.
- Receives and schedules appointments for the principal/supervisor.
- Answers telephone and deals with students and the public as directed by the principal/supervisor.
- Performs general secretarial services that cannot be performed by other secretaries in the office, based upon individual training and/or experiences.
- Types and distributes mass mailing communications when directed, including those produced in the Central Office.
- Maintains tickler file for principal/supervisor.
- Uses appropriate computer programs for inventory, mailing lists, student records, transcripts, schedules, etc. including Genesis and IEP Tracker.
- Assists in monitoring staff absences and report these to the appropriately assigned staff member.
- Assists in coordinating class coverage, substitute teachers, and administrative duty coverage, as assigned by the principal/supervisor.
- Performs those duties and responsibilities as assigned by the principal and/or administration.

- Assists the school nurse as needed.
- Maintains confidentiality in the 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:
06/26/2017

Revised:
04/23/2021/Resolution P-10