



ANTICIPATED JOB POSTING - 2026-2027 SCHOOL YEAR

Date Posted: August 28, 2026

Closing Date: September 11, 2026

Job Title: School Secretary/Child Study Team (CST) Secretary

Position Type: 12-Month, Full-Time

Summary

To carry out all secretarial and clerical duties necessary for the smooth and efficient operation of the main office of the school and to assist with secretarial and clerical duties for the Child Study Team.

Key Responsibilities

- Organize and maintain an efficient and effective office that handles a variety of tasks for the administration, faculty, students, and parents of the school.
- Perform secretarial and clerical tasks of a varied nature. Many tasks will require a thorough knowledge of the rules and regulations of the school and school system and the frequent exercise of independent judgment within the scope of the authority granted by the Principal (Chief School Administrator) and/or designee.
- Act as a receptionist, greeting visitors, answering telephone calls in a pleasant and efficient manner, and communicating effectively in routine, sensitive, and confidential matters.
- Register new students, secure appropriate student records, maintain student cumulative record files and other confidential student records, and transfer records for students moving to other schools.
- Make announcements and operate the school intercom systems.
- Assist in the preparation of reports and documents by creating graphics and displays, using word processing and data management, creating an attractive presentation, copying, collating, and distributing final products.
- Communicate in a professional, warm and friendly manner with students, community members, colleagues, administrators and all other employees.
- Work cooperatively with staff within the office and in other offices with the completion of large or time sensitive projects or emergencies.
- Perform other tasks related to the efficient operation of the office and school as assigned.

Qualifications

- Have earned a high school diploma or equivalent.
- Have a minimum of two years of successful experience in a related secretarial or office position, or be a graduate of a recognized program of secretarial studies.
- Demonstrate excellent secretarial skills, including at least 50 words per minute at the keyboard with a minimum of errors, general bookkeeping skills, organizational and filing skills, and the ability to use electronic equipment for word processing, data management, information retrieval, visual presentations, and telecommunications.
- Have knowledge of automated office equipment and efficient office procedures.
- Be proficient in the use of Microsoft Office or an equivalent computer program.
- Demonstrate appropriate telephone etiquette, with proper voice inflection.
- Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community, including difficult and emotional situations.
- Pass required criminal history background check and provide proof of U.S. citizenship or resident alien status.
- Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

Salary & Compensation:

- Salary Range: \$35,000 - \$45,000 per year, based on experience
- Benefits: Comprehensive health insurance (medical, dental, vision), NJ public school retirement system, paid leave

If you are interested in this position, please email a letter of interest along with a resume, copy of certifications and references to Jennifer Corley at: jcorley@deerfield.k12.nj.us.

Deerfield Township School District is an equal opportunity/non-discrimination employer which has adopted policies seeking equal opportunity for all persons desiring employment regardless of race, color, creed, religion, sex, disability, national origin, social/economic status or sexual orientation. The district believes that all employees are entitled to work in an environment free from discrimination and harassment.

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