

SAYREVILLE PUBLIC SCHOOLS
JOB DESCRIPTION – SECRETARY TO ELEMENTARY PRINCIPAL

I. Qualifications:

High school graduate with demonstrable business skills, computer literacy, demonstrated skills in register maintenance, ability to have direct relationships with the public, and such alternatives as the Board of Education may find necessary and acceptable.

II. Reports to:

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

III. Primary Function

Assumes supervisory responsibility on a regular and continuing basis for all general school office functions.

IV. Supervises

The operation and all functions of the elementary school office as directed by the building Principal and/or his/her superior(s).

V. Major Duties and Responsibilities

1. Oversees and performs all office/clerical procedures required for the operation of a Sayreville Elementary School and assumes responsibility for the coordination, production, and distribution of all office activities.
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. Maintains an attendance record for all personnel.
4. Direct and performs as necessary all the duties and responsibilities assigned to a secretary.
5. Maintains the school activity account.
6. Assists in upholding and enforcing school rules, administrative regulations, and Board policy.
7. Performs other duties which may be in the scope of his/her employment and certification(s) may be assigned by his/her supervisors under the authority of the Board of Education.
8. Responsible for entering accurate information into student database
9. Responsible for enrolling and scheduling all students and uploading documents when necessary.
10. Coordinates daily student and staff attendance with part-time secretary.
11. Maintains all student and staff folders in the Main Office.
12. Provides student records upon request from schools for transferred students.
13. Enters requisitions in all approved systems as directed by the Principal and Business Office including but not limited to school/office supplies and reimbursements.
14. Produces and distributes student ID's and maintains records of loss and payment for such.

Date of BOE Approval:

Attachment C-3

15. Posts flyers and notifications through all approved communication systems as directed by the principal or designee.
16. Works hand in hand with PTO regarding fundraiser and permit requests.
17. Maintains and updates handbooks for students, staff and substitutes.
18. Creates digital sheets/forms/docs for activities throughout the school year including parent invites, permission slips, etc. utilizing approved platforms.
19. Provides accurate data for all state reports.

VI. Evaluation: According to statute and rule and Board of Education policy.

Date of BOE Approval: