

## FLEMINGTON-RARITAN REGIONAL SCHOOLS

### JOB DESCRIPTION

**TITLE:** Administrative Secretary

**QUALIFICATIONS:** Two years post-secondary training or two years secretarial job experience.

Minimum:

1. Experience as a secretary or training in the secretarial field.
2. Experience in word processing.
3. Telephone Experience/Etiquette.
4. Strong editing skills.
5. Use written and oral English correctly.
6. Exhibit a positive attitude toward children, parents, staff and visitors.
7. Exhibit confidentiality and display ethical discretion, tact, self-control and a professional pride and attitude.
8. Being dependable, prompt, courteous and accurate in assuming and carrying out multiple responsibilities simultaneously.
9. Criminal history background check and proof of U.S. citizenship or legal resident alien status and a complete physical examination.
10. Work cooperatively with administration and teaching staff.
11. Develop and maintain good relationships with parents and community.
12. Willingness to stay abreast of new knowledge, office practice and technology.
13. Dress appropriately for the job.

**REPORTS TO:** School Principal

**JOB GOAL:** It is the responsibility of the Administrative Secretary to manage the main office of the department or school and demonstrate efficient secretarial skills.

The Administrative Secretary, in consultation with their immediate supervisor, will establish policies and procedures for the efficient operation of the main office or department.

**PERFORMANCE RESPONSIBILITIES:**

1. Typing
2. Use of office equipment
3. Maintaining confidentiality of information
4. Maintaining filing systems
5. Receiving telephone calls and recording messages
6. Scheduling appointments, conferences and interviews
7. Ordering and maintaining office supplies
8. Bookkeeping
9. Any other tasks assigned by the immediate supervisor and/or Administrative Secretary

**ADDITIONAL PERFORMANCE RESPONSIBILITIES:**

1. Maintenance of staff forms such as daily attendance, absence verification, distribution of badges to substitutes, compiling and forwarding requested forms to Central Office, notification and processing of upcoming absence

days to the Substitute Coordinator, maintenance of Personal/Professional days forms and time sheets for cafeteria aides, shuttle bus duties, etc.

2. Revise and edit observations, letters, and correspondence coming from main office. Track the completion of necessary observations, summatives and Professional Improvement plans as well as Highly Qualified teacher documentation. Ensure that all papers are properly copied and filed.
3. Create purchase orders, check orders for accuracy and maintain documentation of purchases for payment. Follow up with vender as needed. Collect and process requisition sheets for administrator approval.
4. Year End Procedures (shared with the Administrative Secretary) to include:
  - Collecting classroom maps, maintenance sheets, book and equipment fines, classroom keys, and grade-level closet keys.
  - Collect alternate ranking sheets.
  - Collect Faculty Handbook, PIP Handbook, Parent/Teacher Handbook and Teacher Observation Handbook for corrections.
  - Collect and file summer address and phone number cards.

**TERMS OF  
EMPLOYMENT:**

Salary for a ten (twelve)-month work year subject to negotiations between the FREA and the Board of Education.

**EVALUATION:**

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

**APPROVED BY:** \_\_\_\_\_ **Board of Education** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**REVISED:** \_\_\_\_\_ **June 9, 2008** \_\_\_\_\_