

# FLEMINGTON-RARITAN REGIONAL SCHOOLS

## JOB DESCRIPTION

**TITLE:** Bi-Lingual Elementary School Secretary (Part-Time)

**QUALIFICATIONS:**

Minimum:

1. Experience as a secretary and/or translator
2. Experience in word processing.
3. Use of proper telephone etiquette.
4. Proper use of written and oral English and Spanish languages.
5. Must exhibit a positive attitude toward children.
6. Maintain confidentiality and display ethical discretion, tact, self-control and a professional pride and attitude.
7. Must be dependable, prompt, and accurate in assuming and carrying out all responsibilities.
8. Criminal history background check and proof of U.S. citizenship or legal resident alien status and a complete physical examination.

Desirable:

1. To speak, read and write from English to Spanish and Spanish to English
2. Translation capabilities.
3. Work cooperatively with administration and teaching staff.
4. Develop and maintain good relationships with parents and community.
5. Work constantly toward improvement.
6. Dress appropriately for the job.

**REPORTS TO:** School Principal and/or the Administrative Secretary

**JOB GOAL:** The Bi-Lingual Secretary will be responsible for all tasks concerning communication between home and school for all Spanish speaking families. These tasks include but are not limited to verbal and written translations of standard forms as well as teacher/parent notes and phone messages. The Bi-Lingual secretary will help to translate conversations between students, parents, staff and administration.

**PERFORMANCE RESPONSIBILITIES:**

1. Translating phone messages and notes and writing responses to those notes.
2. Maintaining confidentiality of information
3. Maintaining a variety of school records
4. Receiving telephone calls and recording messages
5. Scheduling appointments and conferences.
6. Translating for parents, at IRS or CST meetings, registration of students, etc.
7. Recording messages and communicating via the phone – emergency day information
8. Any other tasks assigned by the School Principal or designee.

At the discretion of the School Principal, the following tasks may be included in Performance Responsibilities:

- May assist with office tasks when other responsibilities have been completed.

**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:** Flemington-Raritan Board of Education **DATE:** December 12, 2005

**REVISED:** \_\_\_\_\_