

FLEMINGTON-RARITAN REGIONAL SCHOOLS

JOB DESCRIPTION

TITLE: Elementary School Secretary

QUALIFICATIONS:

Minimum:

1. Experience as a secretary or training in the secretarial field.
2. Experience in word processing.
3. Telephone Experience/Etiquette
4. Use written and oral English correctly.
5. Strong editing skills.
6. Exhibit a positive attitude toward children, staff, parents, 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 keep abreast of new knowledge, office practice and technology.
13. Dress appropriately for the job.

REPORTS TO: School Principal and/or Vice Principal

JOB GOAL: The Secretary will be responsible for all secretarial tasks such as typing, maintaining attendance and registration materials, and clerical matters pertaining to the daily operation of the school office and will assist the Administrative Secretary in performing secretarial and clerical tasks assigned by the Administration.

PERFORMANCE RESPONSIBILITIES:

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

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

1. Daily work to include input/verification of student attendance, recording and processing of daily dismissal notes and students leaving school early,

coordination of student bus assignment with Transportation, and updating class lists.

2. Processing of student registration to include the includes notification of incoming/transferring students to teachers, establishing new student files, mailing student records or requesting student records to/from transferred schools, compiling and processing of kindergarten information.
3. 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.

Processing of building forms consisting of work orders, facility use, field trips, and PTO correspondance.

Processing of student forms such as free/reduced lunch, student internet permissions, maintenance of files for District Web Site, student insurance and student emergency forms.

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