

**RIVER VALE BOARD OF EDUCATION
RIVER VALE, NEW JERSEY**

JOB DESCRIPTION

TITLE: EXECUTIVE CONFIDENTIAL SECRETARY TO
SUPERINTENDENT OF SCHOOLS

QUALIFICATIONS:

1. High school diploma; secretarial training
2. Minimum experience as determined by the board, but shall possess managerial and supervisory skills
3. Must possess strong people skills, organizational skills, and administrative secretarial skills
4. Must possess strong word processing skills and be adept at applying and utilizing technologies. PC and network computer skills are required
5. Must be able to copy, file, and retrieve materials and be able to communicate effectively with students, parents, staff, and the public in general.
6. Must be able to work in a highly sensitive and confidential manner.
7. Accuracy, attention to detail, and follow-up are critical.
8. Outstanding attendance is expected.
9. Required criminal history background check and proof of U.S. Citizenship or legal resident alien

REPORTS TO: Superintendent of Schools

JOB GOAL: To serve as the superintendent's confidential secretary; supervise all administrative secretarial duties in the superintendent's office and coordinate school-level and districtwide administrative activities.

Specific Duties and Responsibilities:

1. Support the Board of Education's and administration's philosophy, goals, and objectives for the district, its schools, and its departments.
2. General supervision, coordination, and organization of the superintendent's office.
3. Preparation and maintenance of administrative daily, weekly, and monthly schedule and tickler file.
4. Coordinate and schedule all appointments for the Superintendent.

5. Coordinate and keep the Superintendent's schedule for all in-district and out of district related school business activities.
7. Coordinate and prepare documents and/or arrangements for scheduled and unscheduled meetings of the Superintendent.
8. Prepare and coordinate the Superintendent's calendar and schedule and modify as necessary.
9. Designate responsibility and/or take responsibility for answering all inquiries into the Superintendent's office, including telecommunications, e-mail, fax transmittals, scheduled appointments, and walk-ins.
10. Receive guests and visitors to the executive offices and/or designate this responsibility.
11. Coordinate and take overall responsibility for organization of Board of Education agenda materials that are prepared and/or reviewed by the Superintendent.
12. Transcribe or distribute for transcription letters, reports, memorandums, etc. from audio tapes and other forms of technology, and/or direct dictation as may be required.
13. Assist the Superintendent with coordination of budget materials.
14. Prepare and/or develop routine memorandums for distribution to administrative, supervisory, and certificated support staff concerning scheduled meetings and for other appropriate tickler file items as designated by the Superintendent.
15. Filing and retrieval of materials utilized in the executive offices.
16. Overall security of confidential information prepared and/or contained in the executive offices.
17. Coordination and follow-up to ensure that all communication is processed, delivered, and transmitted as directed by the Superintendent.
18. Act as a liaison for the Superintendent as directed.
19. Attend administrative, community, and/or Board of Education meetings as assigned.
20. Transcribe position papers and communications regarding state and federal legislation, rules, and regulations, etc.
21. Coordinate various professional membership activities for the Superintendent including but not limited to ACTE, AASA, NJASA, CEC, NJCCVS and NASDVTE.

22. Coordinate and schedule the Superintendent's community relations activities.
23. Transcribe negotiations materials or distribute for preparation as directed.
24. Transcribe confidential memorandums and staff reports and/or assign and oversee the preparation of these documents.
25. Prepare special reports from the Superintendent to the Board of Education.
26. Those other duties as assigned by the Superintendent.

Terms of Employment:

12 month position

Evaluation:

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

Approved:

9/7/2010