

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

**JOB DESCRIPTION**

**TITLE:** SECRETARY - SCHOOL BUILDING

**QUALIFICATIONS:**

1. High school diploma or equivalent; valid New Jersey driver's license
2. Minimum experience as determined by the board, but should include coursework and/or background in secretarial, clerical, and computer-based functions
3. Effective organizational skills and demonstrated proficiency in data processing and use of automated office equipment.
4. Good interpersonal and communication skills.
5. Required criminal history background check and proof of U.S. Citizenship or legal resident alien status

**REPORTS TO:** Building Principal and/or other administrator/supervisor, as assigned.

**JOB GOALS:** The secretarial position has as its purpose to assist to whatever degree possible within the context of the clerical function in the efficient operation of the school buildings functions and administrative operations.

**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. Types correspondence and communications for the principal/supervisor in the form of letters, memorandums, reports, observations, diplomas, tapes and special projects.
3. Maintains confidential personnel records, i.e. teacher evaluations, recommendations for employment, etc.
4. Maintain daily enrollment and student attendance information in the form of registers, daily attendance sheets, disciplinary letters, add/drop data, etc...
5. Prepare reports from the principal/supervisor as assigned.
6. Providing secretarial services for special projects authorized by the principal/supervisor.

7. Preparation of yearly budget items necessary for school and office operation under the direction of the principal/supervisor and ordering of all office, building, and/or departmental supplies.
8. Updating and maintaining faculty/staff handbook for the school and/or department under the direction of the principal/supervisor.
9. Types press releases and other community outreach materials after review by the principal/supervisor.
10. Serve as a backup secretary in the absence of colleagues for general typing, reception, and telephone.
11. Receiving and scheduling of appointments for the principal/supervisor.
12. Answering telephone and dealing with students and the public as directed by the principal/supervisor.
13. General secretarial services that cannot be performed by other secretaries in the office, based upon individual training and/or experiences.
14. Typing and distribution of building mass mailing communications when directed, including those produced in the Central Office.
15. Maintaining of tickler file for principal/supervisor.
16. Use appropriate computer programs for inventory, mailing lists, student records, website, transcripts, schedules, etc. including SASI and IEP Planner.
17. Assist in monitoring staff absences and report these to the appropriately assigned staff member.
18. Assist in coordinating class coverage, substitute teachers, and administrative duty coverage, as assigned by the principal/supervisor.
19. Perform those duties and responsibilities as assigned by the principal and/or administration.

**TERMS OF EMPLOYMENT:**

Work year and salary to be determined by the Board of Education.

**EVALUATION:**

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

**BOARD APPROVED:**

**9/7/2010**