

ROSELAND SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: **CONFIDENTIAL SCHOOL SECRETARY AND RECEPTIONIST**

- QUALIFICATIONS:**
1. AA degree or comparable post secondary training job; Experience in office management.
 2. Ability to demonstrate the capacity for extensive independent decision-making and handle multiple complex tasks simultaneously.
 3. Ability to effectively collaborate and coordinate all communications with staff, parents, students, and other members of the school community.
 4. Ability to demonstrate excellent writing, analytical and interpersonal skills.
 5. Ability to create and process letters and other correspondence independently for the Principal.
 6. Ability to exhibit initiative and good judgment.
 7. Proficiency in appropriate computer applications.
 8. Ability to establish and maintain working relations with the school community.
 9. Ability to exhibit professionalism, confidentiality, and appropriate decorum in all situations.
 10. Ability to demonstrate organizational skills and maintain accurate records.
 11. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Principal

JOB GOALS: To assist in establishing and maintaining general office procedures for the school and Principal; maintaining accurate accounts and written/oral communications for the school and Principal.

PERFORMANCE RESPONSIBILITIES:

1. Serves as initial contact with the public and the staff on all matters relating to the Principal.
2. Conducts office clerical routines and assignments in an efficient manner.
3. Maintains a regular filing system and processes incoming correspondence as instructed.
4. Manages the calendar of the school principal and all correspondence.
5. Assists the principal with preparing the building budget
6. Prepares teacher attendance posting reports for the principal.
7. Assists with the processing and distribution of testing results.
8. Processes the building observation and evaluation reports.
9. Maintains confidential files for the school and principal.
10. Coordinates special events for the principal.
11. Coordinates with District administrative staff and all public agencies on District emergency preparedness and in actual crisis situations.
12. Routes inquiries and correspondence to appropriate school personnel throughout the District.
13. Coordinates functions and fosters relationships between the West Essex consortium and community organizations and the Principal's office.
14. Prepares and maintains correspondence and materials of public and confidential nature. Manages all Principal office procedures.
15. Assists the Superintendent, Business Administrator, or Principal in preparing reports required by the State when needed.
16. Coordinates Building Use procedures for H.S.A., Roseland Recreation Department and/or any other incoming applications. Ensures applications are approved by appropriate staff and then forwarded to the board office for board approval.

17. Maintains building use calendar.
18. Coordinates substitute teacher procedures.
19. Enters and maintains annual staff and student scheduling in the district's student database.
20. Maintains archiving and filing of school documentation with Accuscan.
21. Coordinates and maintains student transportation throughout the year with school service provider.
22. Coordinates and processes B6-T forms for Private School Transportation.
23. Performs other duties within the scope of his/her employment as may be assigned by the building administrator.

TERMS OF EMPLOYMENT:

This is a twelve month position with compensation to be negotiated with the Superintendent and approved by the Board.

EVALUATION:

The performance of this position will be evaluated annually in accordance with state law and the provisions of the Board's policy on evaluation.

APPROVED: September 27, 2012

REVISED: December 8, 2016

REVISED: June 23, 2022