

WINSLOW TOWNSHIP SCHOOL DISTRICT

JOB DESCRIPTION

SECRETARY

QUALIFICATIONS:

- Minimum of two years of college or business school
- Minimum of three years experience as a secretary preferred
- Ability to work under pressure, maintain the integrity and confidentiality of the office
- Possess excellent interpersonal and time/management skills
- Ability to work with the public and staff in a positive manner
- Thorough knowledge of general office procedures, office practices, office machinery, word processing, computer applications, general accounting, and other general office
- Ability to deal with multiple tasks/duties
- Excellent knowledge of English grammar and writing skills
- Required criminal history review background check and proof of US citizenship or legal resident alien status
- Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

REPORTS TO: Principal, Assistant Principal, Supervisor, Director or Superintendent's Designee

SUPERVISES: N/A

JOB GOAL: To carry out all secretarial and clerical duties necessary for the smooth and efficient operation of the office as assigned.

PERFORMANCE RESPONSIBILITIES:

1. Perform the usual office routines and practices to maintain a smooth operating office.
2. Maintain accurate records of student attendance, class lists, new enrollments, transfers, withdraws, etc., and forward this information as required.
3. Maintain the teacher attendance record as well as records for substitute's teachers and submit monthly reports to Principal for forwarding to Office of Human Resources.
4. Handle and keep in strict confidence, any personal matter that may involve students, staff members, and parents.
5. Help service the needs of the children, parents and staff.
6. Greet all visitors politely and courteously.
7. Receive incoming telephone calls and police outgoing calls.
8. Compose routine letters, reports, etc.
9. Know where administrator(s) can be reached at all times, etc., and as judgment dictates, take appropriate action in conjunction with other building professionals and/or central office.
10. Perform needed typing, dictation, and copying.
11. Sort and distribute incoming mail.
12. Collect and forward outgoing mail.
13. Register and transfer students and maintain related paperwork.
14. Prepare and submit all reports as directed.
15. Operate all office machines.
16. Maintain student, personnel and other school files and records.
17. Perform specific projects and surveys with minimal instruction.
18. Coordinate daily lunch counts and place daily order with cafeteria.
19. Provide support for other support professionals as directed by the principal.
20. Keep an up to date file on all purchase orders.
21. Maintain inventories of supplies, materials, textbooks, instructional materials, etc., as appropriate and directed.

WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

22. Responsible for submission of student transcripts and official records to high school and colleges as requested, if appropriate.
23. Performs other duties relative to position, as assigned.

TERMS OF EMPLOYMENT: This is a twelve month position. Salary, vacation, holidays and benefits are to be negotiated per the WTEA collective bargaining agreement.

EVALUATION: Performance of job responsibilities will be evaluated in accordance with the Board-approved policy for evaluation of support staff.

STATEMENTS OF AGREEMENT:

Americans with Disabilities Act Statement

Applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Winslow Township District School Administration shall determine reasonable accommodation on a case-by-case basis in accordance with applicable laws, in the event such a determination becomes necessary.

Essential Functions Statement

I have read this job description and I certify that I meet all of the qualifications of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

Signature

Date

Approved: 1/28/2008
Revised: 8/27/2008
6/17/2009
10/14/2020