

**GREAT MEADOWS REGIONAL
BOARD OF EDUCATION**

JOB DESCRIPTION

TITLE: **SCHOOL SECRETARY**

QUALIFICATIONS: Minimum of High School Diploma or Graduate Equivalency Diploma.

General knowledge of all clerical skills to include accounting and computational ability, filing, organizational and human relations skills, typing, key boarding, word processing, and computer skills.

Ability to assist the building administrator in general main office management.

Respect and adherence to confidentiality.

Required criminal history background check

New Jersey residency required

REPORTS TO: Principal

PERFORMANCE RESPONSIBILITIES:

1. Acts as the building receptionist for all parents, visitors, vendors, agency representatives, and communications to the building staff and students.
2. Types, inputs and maintains all building and administrative correspondence to include but not limited to school reports, registers, bulletins, orders, announcements, lists, forms, and requisitions, at the direction of the building principal and/or assistant principal.
3. Assists the building principal and/or assistant principal in the identification, ordering, receipt and distribution of all general school and building supplies, materials and equipment.
4. Conducts all daily, weekly, monthly, quarterly and yearly attendance activities for all students and working personnel in the building.

5. Receives, distributes, collects, and disseminates all postal needs for the building.
6. Records, reports, and requests all Petty Cash needs for the school.
7. In charge of and custodian of all general school files and student cumulative record files.
8. Interacts and interfaces with the entire school community in a positive, supportive manner.
9. Assists the building principal and/or assistant principal in the implementation of instruction, the school schedule, substitute personnel, emergency and contingency plans, and other policies, procedures and regulations practiced to ensure a safe learning environment.
10. Safeguards all confidential information in strict adherence to Board of Education, Department of Education, and federal regulations and policies.
11. Assists the building principal and/or assistant principal with all transportation, budget maintenance, and management lists, reports, statements, and plans.
12. Creates lists, reports, labels, etc. using the management information system under the direction from the building principal and/or assistant principal.
13. Liaison between staff and business machines. Assists with any problems. Maintains supplies, reports and records all repair problems.
14. Performs other duties, tasks, and activities as directed by the building principal and/or assistant principal.

TERMS OF EMPLOYMENT: Twelve month continued employment

EVALUATION: Performance of this job will be evaluated in accordance with state law and the provisions of Board policy and completed by Principal.

Revised: Dec. 17, 2019

Employee Signature