

FLEMINGTON-RARITAN REGIONAL SCHOOLS

JOB DESCRIPTION

TITLE: Human Resources Secretary - CONFIDENTIAL

QUALIFICATIONS:

Minimum:

1. Ability to maintain confidentiality and interact professionally with staff and the public.
2. Excellent organizational, secretarial, and written communication skills.
3. Be multi-task oriented and flexible.
4. Computer literate with software programs such as Microsoft Word, Microsoft Outlook, Excel, Google, Genesis, and familiar with the Internet.
5. Knowledge of business machines.
6. Criminal history background check and proof of U.S. citizenship or legal resident alien status and a complete physical examination.

Desirable:

1. Personnel/Human Resources experience.
2. Knowledge of software programs such as Systems 3000, Frontline and Genesis.
3. Knowledge of the District.

REPORTS TO: Superintendent

JOB GOAL: To perform job-related duties to support the Personnel Department, the Superintendent, or a designee.

PERFORMANCE RESPONSIBILITIES:

Personnel Department Support, as needed:

1. Support the functions of the Central Office as it relates to receiving visitors, phone calls, sorting, and distribution of mail on a rotating basis with fellow departments.
2. Support the function of the Personnel Department as it relates to processing new hires, including collecting, recording, and filing paperwork; issuing security badges and completing employee initiation.
3. Manage process for exiting employees, including managing the completion of required procedures as it relates to hiring and separating from the District.
4. Assist with maintaining and entering data for all personnel databases and with the completion of the yearly rollover of personnel items, such as sick leave, vacation leave, etc.
5. Coordinate with the Superintendent and Personnel Coordinator for the employment process of new staff members and leave replacements.
6. Issue annual contracts for all employees.
7. Prepare confidential drafts of projections of student enrollment and teaching assignments.
8. Maintain teacher assistants' roster of assignments.
9. Collaborate with the Business Department to confirm employee salaries for annual budget projections and staff reappointments.
10. Assist with the completion of NJDOE State reports.
11. Assist in the annual review of job descriptions, in collaboration with the administration, for all non-certificated and supplemental employees, including secretaries, cafeteria aides, transportation aides, transportation nurses, translators and substitutes.

12. Assist with the update and maintenance of the teacher and administrator evaluation systems and protocols.
13. Assist with the compilation and coordination of information regarding staff absences and audit reports.
14. Assist with the compilation, maintenance, and distribution of strategic, confidential (negotiations) materials and budgetary information, including without limit personnel information and direct participation in collective negotiations.
15. Serve as back up to the Personnel Coordinator and/or Personnel Secretary in their absence.
16. Serve as back up to the Executive Administrative Assistant to the Superintendent and Data Manager for sending automated messages to staff, faculty, and community through the emergency system.
17. Utilize Systems 3000, Frontline, Genesis, and other district software programs to prepare reports for the Superintendent, Curriculum Department, and Business Office.
18. Perform any other duties or responsibilities designated by the Personnel Coordinator, the Superintendent and/or a designee.

TERMS OF

EMPLOYMENT: Full Time, Twelve-Months. Salary to be determined by the Superintendent.

EVALUATION: Performance of this job will be evaluated and conducted annually by the Superintendent

Approved:
January 5, 2022

Revised:
August 28, 2023