

FLEMINGTON-RARITAN REGIONAL SCHOOLS

JOB DESCRIPTION

TITLE: PERSONNEL SECRETARY-CONFIDENTIAL

QUALIFICATIONS:

Minimum:

1. Ability to maintain confidentiality and interact professionally with staff and public.
2. Two years secretarial training or three years secretarial job experience.
3. Excellent organizational, secretarial and written communication skills.
4. Be multi-task oriented and flexible.
5. Computer literate with software programs such as Microsoft Word, Microsoft Outlook, Excel, and be familiar with the Internet.
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 AESOP, Systems 3000, and Applitrack.
3. Knowledge of the District.

REPORTS TO: Superintendent

JOB GOAL: To perform job-related duties and those assigned by the Superintendent's office for the efficient organization and management of the Personnel Department.

PERFORMANCE RESPONSIBILITIES:

1. Support the functions of the Central Office as it relates to receiving visitors, phone calls, sorting and distribution of mail on 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. Maintain AESOP substitute/attendance system daily.
5. Maintain daily staff attendance records, leave control and carry over balances and complete annual rollover of attendance system.
6. Complete the hiring of substitute employees and maintain applications, procedures, and records; arrange annual Board approval of substitutes and update Substitute Handbook.
 - Implement an annual District Substitute Job Fair; deliver annual presentation of sub fair planning and implementation.
 - Monitor and provide data focused upon the approved list of substitutes and unfilled positions.
 - Issue quarterly report to the Superintendent as it relates to daily compensation data correlating to unfilled positions and professional development.
 - Procure substitute employees to minimize impact on instruction in collaboration and coordination with the school/district calendar and planned professional development activities.
 - Complete annual review of job descriptions, in collaboration with administration, for all non-certificated and supplemental employees, including secretaries, cafeteria aides, transportation aides, transportation

nurse, translators and substitutes; prepare report to the Superintendent including a review by the designated supervisor/administrator.

- Coordinate approval of District-approved translators.
 - Review, plan, implement and confirm all required and mandated professional learning for the following positions: secretaries, cafeteria aides, transportation aides/nurse, translators and substitutes.
7. Assist with maintaining and entering data for all Personnel databases and with the completion of yearly rollover of personnel items, such as sick leave, vacation leave, etc.
 8. Assist in the development of the Personnel section of Board agenda, process confidential personnel information, and draft resulting correspondence in relation to substitutes, student teachers, observers, etc.
 - Prepare and issue RICE letters in support of BOE Agendas and in alignment with legal requirements.
 9. Assist in designing and compiling personnel information for the staff directory.
 10. Participation in and coordination of all aspects of the grievance process.
 11. Participation in and coordination of the investigation and handling of employment issues, including without limit disciplinary and affirmative action/EEO matters.
 12. Compile, maintain, and communicate/distribute strategic, confidential (negotiations) materials and budgetary information, including without limit personnel information.
 13. Fill in for the Human Resources Secretary.
 14. Maintain all files (active personnel, inactive personnel and medical files).
 15. Maintain secretarial compensatory time report.
 16. Collect secretary, teacher assistant and cafeteria aide evaluations for Superintendent review.
 17. Perform any other duties or responsibilities designated by the Superintendent and/or his/her designee.

TERMS OF

EMPLOYMENT: Salary for a twelve-month work year subject to be negotiated (independent of the Association).

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

Approved:

December 16, 2002

Revised:

April 11, 2005

June 9, 2008

June 28, 2010

February 28, 2011

October 3, 2011

November 21, 2011

September 21, 2015

June 25, 2018

August 28, 2023