

FLEMINGTON-RARITAN REGIONAL SCHOOLS

Pre-K through grade 4

10-month Elementary School Secretary

JOB DESCRIPTION

QUALIFICATIONS:

1. Experience as a secretary or training in the secretarial field.
2. Experience in word processing;
3. Telephone Experience/Etiquette;
4. Use written and oral English correctly;
5. Strong editing skills;
6. Exhibit a positive attitude toward children, staff, parents, and visitors.
7. Exhibit confidentiality and display ethical discretion, tact, self-control, professional pride, and attitude;
8. Be dependable, prompt, courteous, and accurate in assuming and carrying out multiple responsibilities simultaneously;
9. Criminal history background check and proof of U.S. citizenship or legal resident alien status and a complete physical examination;
10. Work cooperatively with administration and teaching staff;
11. Develop and maintain good relationships with parents and the community;
12. Willingness to keep abreast of new knowledge, office practice, and technology; and
13. Dress appropriately for the job; and
14. Use Google sheets, Excel, Microsoft word, email, and technology to record and share information.

REPORTS TO: Elementary Pre-K through grade 4 Principal and/or Vice Principal at Copper Hill Elementary School

JOB GOAL: To complete secretarial job responsibilities in the Pre-K through Grade 4 elementary school, specifically focusing on coordinating secretarial support to the early childhood program and providing classroom and/or clerical support to assign transportation/bus monitor to routes.

The secretary will be responsible for secretarial tasks such as typing and clerical matters pertaining to the daily operation of the school. In addition, the 10-month pre-K through grade 4 secretary will provide communication and assist in collaboration between the special services office and the school elementary school office. The 10-month secretary will complete clerical tasks assigned by Copper Hill Elementary School building administration.

PERFORMANCE RESPONSIBILITIES:

1. Answer parent questions regarding transportation and make phone calls to parents regarding transportation, particularly with a focus on preschool programming;
2. Coordinate problem-solving ideas and solutions and communicate coverage for transportation/bus aid plans to the Building Principal, Director/Supervisor of Special Services, identified secretary in the special services office, the transportation coordinator and substitute bus monitor, and the District transportation office;
3. Typing;
4. Good public relations;
5. Use of office equipment;
6. Maintains confidentiality of information;
7. Maintain filing systems;
8. Receive telephone calls and recorded messages and refer messages to administration when necessary;
9. Schedule appointments, conferences, and interviews;
10. Daily work to include input and verification of student attendance, recording, and processing of daily dismissal notes, and students leaving school early, especially preschool students;
11. Coordination of student bus assignments with transportation and updating class list, especially for preschool students;
12. Support coordination of transportation needed by preschool students, including problem-solving absent transportation aides;
13. Processing student registration, specifically for all preschool students, to include notification of incoming / transferring students to teachers, establishing new student files, mailing student records for questioning student records to and from transferred schools, and compiling and processing preschool information;
14. Processing of student preschool forms such as free and reduced lunch for preschool students, preschool student internet permissions, maintenance of files for district website, preschool student insurance, and student emergency forms;
15. Year-end procedures for all preschool teachers to include:
 - a. Collecting classroom maps, maintenance sheets, book and equipment fines, classroom keys, and grade-level closet keys;
 - b. Select alternate ranking sheets for preschool students; and
 - c. Collect parent-teacher handbook and teacher observation handbook for corrections of preschool teachers.
16. Support year in procedures for teacher's assistants including the collection of materials; and
17. Any other tasks assigned by the school principal or vice principal.
18. Provide support for scheduling and coordinating 504 & Interventional and Referral Services (I&RS) meetings with the school counselors.

TERMS OF EMPLOYMENT:

Salary for a ten-month work year. The position is subject to negotiations between the FREA and the Board of Education.

EVALUATION: The performance of this job will be evaluated annually in accordance with the Board's policy on evaluation.

APPROVED BY: Board of Education

DATE: 11/14/22

REVISED: