

SCOTCH PLAINS-FANWOOD BOARD OF EDUCATION  
JOB DESCRIPTION  
EXECUTIVE SECRETARY

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**Date of Adoption:** December 22, 2011

**JOB TITLE:** Executive Secretary

**REPORTS TO:** Principal or administrator, as assigned

**SUPERVISES:** Assignments for Clerical office staff, as appropriate to ensure office efficiency

**NATURE AND SCOPE OF JOB:**

Performs secretarial duties for a principal or administrator, serves as a resource person and role model to subordinates, sets and maintains high standards in the efficient daily operation of the school or office assigned by professionally attending to student, parent/guardian, and staff needs with respect to in-person, written or electronic communications and/or telephone inquiries. Preparing documents and reports required by the district or New Jersey Department of Education are key components of this position.

**QUALIFICATIONS:**

1. Knowledge and understanding of general office tasks
2. Effective verbal and written communication skills
3. Computer literacy and proficiency in computer applications (e.g., Microsoft Office Suite)
4. Strong Interpersonal skills
5. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six-month period, provide a sworn statement that there have not been any convictions of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
6. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
7. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
8. Meet such alternates to the above qualifications, as the Superintendent may deem appropriate, acceptable and legal.

**TERMS OF EMPLOYMENT:**

Salary and work year to be determined by the Board of Education and in accordance with the negotiated agreement with the Scotch Plains-Fanwood Education Association.

**JOB RESPONSIBILITIES:**

1. Follows the directions of the principal/administration in the performance of routine office duties
2. Serves as the initial contact for parents, students, members of the community, in an efficient and effective manner to maintain good public relations.
3. Develops and maintains effective working relationships with subordinates, in addition to distributing and monitoring completion of daily required office functions.

Scotch Plains-Fanwood Board of Education  
(Replaces Elementary Secretary Job Description, dated June 19, 1986)

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4. Prepares agendas, takes minutes and transcribes the minutes of conferences and faculty and/or department meetings, as needed.
5. Prepares or supervises the preparation and maintenance of various records, where appropriate, pertaining to office activities, budget, personnel, payroll, students and related activities of a confidential nature.
6. Coordinates meetings and maintains a schedule for immediate supervisor, as needed.
7. Develops and maintains a filing system which includes materials of a confidential nature.
8. Composes letters, memoranda, reports, statistical tabulations and/or other documents with a minimum of supervision.
9. Enters school register and District Report of Transported Resident Students (DRTRS) data, as required.
10. Sorts and distributes the district/school mail
11. Takes and transcribes dictation, as required, and has general knowledge of word processing applications
12. Collaborates with staff members, as needed, and required to handle various student parent/guardian and staff situations.
13. Works directly with teachers, supervisors and administrators in coordinating meetings, clerical work, and/or department and individual needs.
14. Works with custodial staff and maintenance crew in addressing building needs.
15. Must have a working knowledge of all school functions as appropriate, such as media, guidance, athletics, budgeting, equipment needs, bids process, substitute teachers, teacher scheduling, student scheduling, school rules, regulations and policies.
16. The School Executive Secretary has the additional responsibilities of working with parent organizations, including PTA, Parent Liaison Committees, Music and Athletic Booster Organizations.
17. Participates in in-district professional development as needed.
18. Performs all other related duties as assigned.

**EVALUATION:**

The Principal and/or designee shall evaluate the Executive Secretary in accordance with Board Policy, this Job Description, and such other criteria as shall be established by the Board of Education.