

SCOTCH PLAINS-FANWOOD BOARD OF EDUCATION
JOB DESCRIPTION
CONFIDENTIAL EXECUTIVE SECRETARY
(non-affiliated)

Date of Adoption: December 22, 2011

JOB TITLE: Confidential Executive Secretary

REPORTS TO: Central Office Administrators(s) as assigned, including, Superintendent of Schools; Assistant Superintendent of Curriculum, Instruction, and Technology; Director of Human Resources, and School Business Administrator/Board Secretary.

NATURE AND SCOPE OF JOB:

The Confidential Executive Secretary will directly support Central Office Administrators with their tasks and will oversee the daily operation of the Central Office by efficiently and professionally attending to student, parent/guardian, and staff needs with respect to in-person, written, electronic or telephone inquiries. Preparing personnel documents, reports required by the New Jersey Department of Education and the Board of Education are key components of this position. Each assigned task is to be completed in conjunction with the expectations shared by Central Office Administrators. Additionally, the Confidential Executive Secretary will be evaluated relative to the performance responsibilities and authorities specific to their office/department, including but not limited to:

QUALIFICATIONS:

1. Hold a High School Diploma.
2. Ability to perform higher-level office tasks.
3. Must be flexible and have the ability to prioritize and multi-task.
4. Must have strong interpersonal skills.
5. Computer literacy and proficiency in computer applications (e.g., Microsoft Office Suite).
6. Hold as confidential, all aspects of the job designated confidential by the supervisor.
7. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents, and the community.
8. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
9. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
10. 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 the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
11. 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.
12. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.

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13. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

EMPLOYMENT TERMS:

Salary and work year to be determined by the Board of Education.

JOB FUNCTIONS AND RESPONSIBILITIES:

1. Perform confidential secretarial and clerical tasks of a varied nature, some of which may be unique to the assigned office, requiring a thorough knowledge of the rules and regulations of the schools and school system, and the frequent exercise of independent judgment.
2. Handle mail and correspondence of the office, responding to routine requests for information, and transcribing, word processing, and proofing letters and responses.
3. Ensure that all communications from the office meet proper written and oral English standards.
4. Greet visitors and answer telephone calls in a pleasant and efficient manner, communicating effectively in routine, sensitive, and confidential matters.
5. Maintain an efficient and well organized electronic and paper data collection and filing systems, including confidential files.
6. Arrange appointments and maintain a schedule for the administrator.
7. Assist the administrator in the preparation of reports and documents by gathering and organizing data, performing research, creating graphics and displays, using word processing and data management, creating an attractive presentation, copying, collating, and transmitting or distributing final products.
8. Create forms, and compile and organize data and information necessary for the efficient operation of the office, the completion of required District and State data collections, and the completion of the administrator's responsibilities.
9. Arrange meeting details, prepare agendas and materials, and handle follow-up activities.
10. Maintain financial records for the accounts and budgets assigned to the office, preparing and monitoring purchase orders, checking in purchased materials, maintaining balances, and

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- performing other bookkeeping tasks.
11. Order and maintain office supplies and provide for the maintenance and repair of equipment.
 12. Supervise hourly or part time clerical assistants assigned to the office.
 13. Create and maintain a clean, attractive, orderly, safe, and efficient office environment.
 14. Recommend to the administrator improvements needed in office procedures or operations.
 15. Communicate to the administrator any unusual situations. Advise immediately of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol, or controlled substances.
 16. Assist the administrator in handling interruptions and emergencies.
 17. Work cooperatively with staff in other offices with the completion of large or time sensitive projects or emergencies.
 18. Maintain a safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
 19. Attend required staff meetings and serve, as appropriate, on staff committees.
 20. Keep informed about school and district activities, requirements of the law and code, Board policy and regulations, and other information necessary for the functioning of the office.
 21. Continue to grow through collaboration with fellow staff members and participation in appropriate staff development and workshop programs.
 22. Display ethical and professional behavior in working with everyone who communicates or is associated with the office. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, accepting responsibility, and an effective work ethic.
 23. Protect confidentiality of records and information about students and staff, and use discretion when sharing any such information within legal confines. Violation of confidentiality may result in termination.
 24. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

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25. Perform any duties and responsibilities that are within the scope of employment, as assigned by the administrator or supervisor, and not otherwise prohibited by law or regulation.

EVALUATION:

The Central Office Administrator of the specific department and/or the Superintendent shall evaluate the Confidential Executive Secretary in accordance with Policy, this Job Description, and such other criteria as shall be established by the Board of Education.