

DELRAN TOWNSHIP SCHOOL DISTRICT

Executive Secretary

Reports to: Superintendent of Schools

Job Goal: To serve as the Superintendent's confidential secretary; supervise all administrative secretarial duties in the Superintendent's office and coordinate school-level and districtwide administrative activities.

Performance Responsibilities:

1. Supervises and coordinates the efficient workflow of the school system relative to the responsibilities of the Superintendent.
2. Performs all secretarial and confidential work as assigned by the Superintendent.
3. Supervises the activities of all other secretarial and clerical personnel assigned to the Superintendent's office.
4. Supervises and assists in the preparation of all correspondence, bulletins, newsletters, and reports emanating from the Superintendent's office.
5. Oversees the maintenance of personnel records of all current and past certified and non-certificated staff.
6. Conducts surveys related to staffing and salary and computer reports for use in the budgeting process.
7. Maintains a regular filing system, as well as a set of locked confidential files, and processes incoming correspondence.
8. Screen visitors; place and receive telephone calls and records messages for the Superintendent.
9. Maintains a schedule of appointments for the Superintendent and makes arrangements for conferences and meetings.
10. Acts as a liaison between the superintendent and administrative staff in screening and routing inquiries and requests.
11. Assists the Superintendent in compiling data and preparing reports required by law, administrative code and board policy such as, the NJ School Report Card, Fall Survey

Enrollment Report, Certificated and Non-certificated staff Reports, Violence and Vandalism Reports, and the Quality Assurance Annual Reports.

12. Collect and organize agenda items and back-up materials for the weekly packet disseminated to Board of Education members.
13. Prepare and supervise the assembling and distribution of the Board of Education agenda and related information materials.
14. Process and maintains a database for the accounting of tuition reimbursement.
15. Process and maintains a database for the accounting of the vertical and lateral movement on the respective salary guides.
16. Performs other related duties as may be assigned by the Superintendent.

Qualifications:

1. High school diploma; college level training and/or secretarial training are desirable.
2. Experience in general or school office work; evidence of responsible secretarial experience in a district or school or in private industry or public service.
3. Knowledge of automated office equipment, office procedures and practice.
4. Strong analytical, communication and interpersonal skills.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

Supervises:

Secretarial and clerical staff assigned to the Superintendent's office

Terms of Employment:

12-month work year; salary to be determined by the Board of Education.

Evaluation:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of noncertified personnel.

APPROVED BY THE BOARD OF EDUCATION: February 13, 2012