

DELRAN TOWNSHIP SCHOOL DISTRICT

School Secretary

Reports to: Principal, Assistant Principal, Director or Supervisor

Job Goal: To carry out all secretarial duties necessary for the smooth and efficient operation of the office.

Performance Responsibilities:

1. Receives and routes incoming calls and correspondence.
2. Performs usual office routines.
3. Types correspondence, notices and reports.
4. Maintains a well-organized up-to-date filing system
5. Operates all business machines necessary to complete reports and work required in the operation of the office.
6. Arranges meetings, prepare agendas and handles follow-up activities as necessary.
7. Assists, logs in and directs visitors to the schools.
8. Maintains confidentiality as required and appropriate.
9. Performs other tasks related to the efficient operation of the office as assigned.
10. All other duties as assigned by your immediate Manager and/or Superintendent.

Qualifications:

1. High school diploma, college level training and/or secretarial training are desirable.
2. Experience in general or school office work.
3. Knowledge of automated office equipment, office procedures and practice.
4. Good telephone skills and ability to communicate effectively.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

Terms of Employment:

12-month work year, salary to be determined by salary scale of DEA.

Evaluation:

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

APPROVED BY THE BOARD OF EDUCATION: May 07, 2012