**Job Description**

**TITLE:** School Secretary

**REPORTS TO:** Building Principal

**QUALIFICATIONS:**

* High school diploma or equivalent training
* Minimum experience as determined by the Board of Education
* Strong interpersonal skills
* Strong word processing skills
* Knowledge of automated office equipment and efficient office procedures
* Good telephone skills and ability to communicate effectively.
* Ability to maintain and reconcile a checkbook and multiple ledgers
* Ability to multitask.
* Good working knowledge of student and financial information systems
* Maintains confidentiality as required and appropriate.
* Required criminal background check and proof of U.S. citizenship or resident alien status.

**JOB GOAL:** To assure the smooth and efficient operation of the school or department office by overseeing and/or carrying out all secretarial and clerical duties, maintaining accurate records and providing for a courteous and respectful office climate

**PERFORMANCE RESPONSIBILITIES:**

* Greet and screen visitors to the school or office.
* Process student registrations and transfers.
* Open, sort and route incoming mail.
* Answer and place telephone calls in a professional and pleasant manner.
* Route inquiries and problems from parents and students.

* Schedule appointments and maintain calendars for principal.
* Establish and maintain a filing system.
* Maintain attendance records for students and staff in computer-based system.
* Enter requisitions for purchases approved by the principal.
* Enter annual building budget in worksheet, as needed.
* Enter online annual supply bid orders.
* Maintain and reconcile petty cash and/or student activities accounts.
* Type letters, memos and documents as required by the principal.

**TERMS OF EMPLOYMENT:** Terms of employment are set forth in the collective bargaining agreement.

**ANNUAL EVALUATION:** Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board’s policy on evaluations.

*NOTE: This is not an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with this position. This Job Description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The School District may add to, modify, or delete any aspect of this job (or position itself) at any time as it deems necessary and/or advisable.*

Approved by: Bloomingdale Board of Education

Revised: 7.20.2021