

**GREEN TOWNSHIP SCHOOL DISTRICT  
JOB DESCRIPTION**

**A-10**

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**TITLE:           MAIN OFFICE SECRETARY**

**QUALIFICATIONS:**

1. High school diploma; basic secretarial training
2. Minimum experience in receptionist or school office work as determined by the board
3. Knowledge of automated office equipment, word processing and basic secretarial skills
4. Strong analytical, communication and human relations skills; works cooperatively with others
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
6. Good organizational skills with a knowledge of school district activities, programs and curriculum requirements
7. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

**REPORTS TO:**                   Building principal

**JOB GOAL:**

To provide an organized, efficient and welcoming centralized communication and confidential information gathering hub for both internal and external school environments.

**PERFORMANCE RESPONSIBILITIES:**

- Organize all substitute coverage; AM & throughout the day as needed
- Coordinate lesson plans/schedules for the substitutes - (Monitor Frontline)
- Coordinate dismissal of students at the end of the school day
- Professional and courteous greeter that promotes and ensures secure building safety, appropriately answer and direct daily email, mail, and phone inquiries and requests
- Schedule outgoing and distribute incoming district wide postal, UPS and FedEx packages
- Validate, distribute and monitor building visitors
- Super-User for Realtime school data computer program efficient in student: add new student and transfer student demographics and access, input of attendance, tardiness, and early pickup, data – register, transfer, deactivate 8<sup>th</sup> grade, official transcripts and grades, schedule changes, discipline entries, locker assignment, fine holds, progress reports and grades access, and parent portal/contact updates
- Daily coordination of dropped off items to distribute to applicable student
- Relay daily communication to school nurse, principal, teachers, transportation as needed
- Kindergarten registration- update forms, review completeness, input into Realtime, create schedule, provide parent emails for class list distribution create confidential paper student record, manage nurses health student folder
- Organize Kindergarten Registration & Orientation
  1. Coordinate all registration paperwork for families coming into register
  2. Create flyer for registration - send to Town hall to advertise as well as local newspapers

3. Add events to the staff calendar and on our website. Update paperwork on website if needed
  4. Orientation - held in early June/or summer. Coordinate new student paperwork/health forms for new parents
  5. Enter all new (K) students into Realtime after the new school year calendar is approved
- Review Pick Up Patrol, an automated web application for the student dismissal process, maintain accurate entries, make necessary requested changes, and distribute dismissal report to subs
  - Maintain website communication postings – calendar, counselor corner, digital backpack
  - Update parent-student handbook, class supply and summer reading lists, parent portal content
  - Coordinate and schedule staff calendar events and field trip requests
  - Obtain and manage confidential locked student cumulative records
  - Register and orient prospective students: kindergarten, transfer and choice; contact outside school districts for information to coordinate and process accurate student school records,
  - Annually update staff mailboxes, telephone directory and student/parent handbook
  - Circulate lunch menus daily and update homeroom lunch count lists
  - Revise emergency operation plan and maintain emergency backpack with current student information
  - Create paraprofessional folders that contains important school information including their schedules
  - Reprogram school bells, student schedules, and number count of actual school days (if snow day occurred) for all early dismissal or delayed opening days, assemblies, testing etc.
  - Schedule, maintain and publish staff and buildings school calendar and events
  - Order and distribute student agenda books for grades 3-8
  - Create, prepare and assemble all large school assemblies' programs: Veteran's Day, Winter & Spring Music Concerts, Art Fair, School Play, (K) promotion and (8)graduation
  - Assist with quarterly certificates (proofing/mailling): Honors, High Honors, Student Awards
  - Prepare working paper requests
  - Complete high school application school records requests
  - Distribute NJSLA Testing results- copy, and file testing results to student cumulative file and mail testing results to parents
  - Orchestrate student dismissal-prepare After Care and Pick Up reports
  - Coordinate main office dismissal procedures with dismissal team
  - Dismissal notifications to parents if student is brought back to premises and/or student's dismissal plan changes
  - Timely lamination of all items for staff
  - Coordinate all monthly school and community based events and programs with a weekly distribution to the district
  - Be a school liaison for school PTA, Green Township and local agencies to assist and promote their upcoming events and activities.
  - Order and maintain office supplies
  - *PTA Office Liaison* - PTA support to assist with any scheduling for in school events. i.e. Book Fairs/Holiday gift shop

Routine use of: fax, scanner, copier, shredder, walkie-talkie, mailing scale, computer, school bell system, intercom and overhead paging system, and professional phone skills.

## **TERMS OF**

**EMPLOYMENT:** Salary and work year to be determined by the board of education.

## **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.

Approved by: Green Township BOE

Date: 11/15/23

Revised:

## **LEGAL REFERENCES:**

N.J.S.A. 18A:6-7.1 Criminal history record  
N.J.S.A. 18A:16-1 Officers and employees in general  
N.J.S.A. 18A:16-2 Physical examinations; requirement  
N.J.S.A. 18A:17-2 Tenure of secretarial and clerical employees  
N.J.A.C. 6A:32-6 School employee physical examinations

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.