

BRANCBURG TOWNSHIP SCHOOL DISTRICT
Branchburg, New Jersey

JOB DESCRIPTION

Job Title: Clerk to the Director of Educational Programs & Student Support Services

Reports To: Director of Educational Programs & Student Support Services

Contract Terms: BTEA; 12 Month Contract

Qualifications:

- High School diploma or equivalent
- Previous secretarial experience preferred
- Excellent attention to detail
- Proficient in Microsoft Office and familiarity with Google platforms

Job Goal: To assist the the Director of Educational Programs & Student Support Services as directed and to contribute to the efficient operation of the Student Services Department.

Performance Responsibilities:

General Office Duties:

- Open and distribute mail for office
- Create and maintain files for the Director and staff department staff
- Answer phone and take messages for Director and staff in their absence
- Order and maintain supplies for department
- Do copy work for Director and “as needed” for staff
- Responsibility for maintenance and communication for copiers and other office equipment
- Word processes all correspondence for the Director including letters, memos, reports, budgets and teacher evaluations.
- Assist the other secretary’s desk “as needed” on clinical responsibilities.
- Responsible for all purchase orders required by Director, Child Study Team and Staff for all buildings.
- Maintain paperwork as it pertains to the order
- Ensure order is received in district, and
- Obtain appropriate paperwork to complete order
- File completed paperwork
- Other duties as deemed necessary by the Director of Educational Programs and Student Support Services.

Staff Evaluations:

- Coordinate staff evaluations for Director

Progress Reports

- Communicate with stakeholders progress reporting dates timely
- Track completion of Progress Reports
- At the end of school year, copy final progress report for each student file

Special Projects

- Assists with Integrated Preschool Registration
- Child Find
- Register SPED teachers for workshops/conferences
- Process travel/conference reimbursement for SPED staff
- Process PO's for Director's Travel Reimbursement, Mileage, Conferences and Workshops
- Process PO's as directed by Director for Department needs
- Work with nurses on immunizations
- Work with guidance and nurses on updated 504 plans uploaded
- Assist nurse with input of Sports Physicals
- Document professional development and attendance for the Student Services Department
- Develop and maintain Student Services Webpage

Maintenance of Student Records

- Maintain, file, update, transfer and distribute IEPs throughout the year

Child Study Team Assistance

- Confirming appointments with parents if requested
- Log Telephone calls
- Log in/distribute/file correspondence
- Copy and distribute all clinical professional reports/evaluations
- Record keeping/Maintaining student files-pending & permanent
- Word processing reports, memos, correspondence

Miscellaneous:

- Assist in office coverage - Telephone & Reception
- Routine department shredding to maintain confidentiality

Evaluation

- In accordance with state regulations, Board of Education policy, and agreement between Board of Education and the Branchburg Township Education Association

Board of Education Approved: June 13, 2013

Board of Education Approved Revision: May 17, 2023