

BRANCBURG TOWNSHIP SCHOOL DISTRICT
Branchburg, New Jersey

JOB DESCRIPTION

Job Title: School Secretary
Reports To: Building Principal
Contract Terms: BTEA; 12 Month Contract

Qualifications:

- Bachelor's degree
- Experience in an office setting implementing secretarial skills (preferably in the public sector)
- Proficient in Microsoft Office including: Word, Excel, PowerPoint
- Familiarity with Google platforms.

Job Goal: The School Secretary will organize, coordinate, schedule, and perform office functions at the school as well as serve as the confidential secretary to the Principal. The School Secretary will coordinate communication between administrators, parents, and students.

Performance Responsibilities:

- Organize and maintain an efficient and effective office that handles a variety of tasks for the administration, faculty, students, and parents of the school.
- Perform secretarial tasks of a varied nature.
- Compose letters and memos as needed to staff, students, and parents.
- Maintain a current school calendar of events and use of facilities.
- Maintain essential confidential records and files
- Manage and reconcile student activity account
- Relieve the principal of routine office detail.
- Schedule and coordinate evaluations between school administrators and certificated staff.
- Handles and counts monies including but not limited to petty cash and/or the Student Activity Fund.
- Handle designated routine correspondence and request for information in accordance with Board policy
- Schedules appointments and meetings for school administrators.
- Maintain a clean, attractive, orderly, safe, and efficient office environment.
- Other duties as deemed necessary by the school principal.

Evaluation

- In accordance with state regulations and Board of Education policy.

Board of Education Approved: April 21, 1997

Board of Education Approved Revision: August 16, 2020

Board of Education Approved Revision: November 5, 2020

Board of Education Approved Revision: May 17, 2023