

**BRANCBURG TOWNSHIP SCHOOL DISTRICT**  
**Branchburg, New Jersey**

**JOB DESCRIPTION**

**Job Title:** Secretary to the Director of Educational Programs-Student Support Services & Child Study Team

**Reports To:** Director of Educational Programs & Student Support Services

**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:** To assist the Director of Educational Programs & Student Support Services and Child Study Team as directed and to contribute to the efficient operation of the Student Services Department. To assist the Child Study Team/Therapists with reports, invitations, and maintain IEP Direct Data in an accurate and timely manner as well as maintain IEP files.

**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.
- Correspondence, including letters, memos and forms for Child Study Team, Nurses, Elementary Counselors, ESL Teachers, Speech/Language Therapists, Adapted Physical Education Therapists, Occupational Therapists and Physical Therapists.
- Assist the other secretary's desk "as needed" on clinical responsibilities.

Maintenance of Student Database IEP Direct

- Reconcile records of students leaving/entering district
- Data process records for new students
- Enters information on student demographic changes in IEP Direct

### IEP Program

- Enter data into both IEP Direct and cross reference with Genesis as provided by CST Case Manager on students newly classified or enrolled.
- Mail the IEP's as needed throughout the year
- Enter and maintain Virtual Pre-K information
- Maintain and process Speech only IEP's

### Knowledge of Multiple Systems and tasks within:

- Budgets/spreadsheets for PS-12th students that are out-of-district. Funds spent for the year and estimated for the following year.
- Maintain attendance records for out-of-district students.
- Responsible for all purchase orders required by Director, Child Study Team and Staff for all buildings.
- Tasks include: data entry of order into System 3000
- Maintain paperwork as it pertains to the order
- Ensure order is received in district, and
- Obtain appropriate paperwork to complete order
- File completed paperwork
- Maintain recordkeeping for PS-Grade 12 out-of-district students.
- Running purchase orders
- Communication recordkeeping between school and district case managers;
- Maintaining file with completed school and independent clinician contracts that require signatures from Board President and Business Administrator
- Assembling financial information to create the purchase order,
- Receiving invoices and maintain payment schedule
- Process purchase orders for HS Vo Tech students
- Maintain a separate file of HS Vo Tech contracts requiring signature by the BA and Board President
- Maintain required NJDOE recordkeeping of processing purchase orders for general education students as well as special education students
- Maintain separate recordkeeping of requests and "407s" for private school students who receive services from the Somerset County Educational Services under Public Law 192-193
- Articulate/process purchase orders/budget requests with the Business Office
- Maintain enrollment records for classified students who attend Somerville High School
- Process purchase orders for the required tuition obligation

### Maintain and process contacts for Independent Clinicians:

- Process contracts as they are received for signatures for Board Approval
- Maintain required paperwork for Business Licenses as required by Code

### Assist other secretarial staff in processing stats:

- IDEA Grant and maintaining data from Child Study Team meetings
- Word Process and maintain Agenda
- Maintain and distribute list of referrals
- Maintain and distribute updates regarding IEP decisions

#### Timesheet Processing:

- Collect and submit timesheets to payroll for part-time services of per diem staff: i.e., Supplemental, Bilingual, Home Instruction Teachers, Physical/Occupational Therapists.

#### Comply with requests from the Board of Education or Business Administrator:

- Maintain and distribute word processed reports on attendance of the out-of-district students.
- Maintain the current numbers and amounts for schools and students.
- Complete estimation tables on the succeeding year's costs for school tuition and enrollment.

#### Input data onto the NJ Homeroom Annual Data Reports:

- Collect and compile the data for report from the CST
- Compile the information onto required diskette
- Input data according to designated window of opportunity
- Track online submission with the NJDOE
- Print and maintain submitted copy
- Maintain file of back-up data as required by code

#### Transportation Recordkeeping Requirements:

- Maintain file of all students attending Extended School Year programs
- Distribute and maintain annual documentation all out-of-district students
- Process and distribute information to the Supervisor of Transportation
- Maintain correspondence record of all information sent to the Office of Transportation

#### NJDOE Student Recordkeeping:

- Assist Case Manager with letters of request for records of new students
- Establish and maintain new file
- Prepare and complete required distribution information for student leaving the district
- Expedite student records to new school
- Students who attend pre-vocational assessment at Somerset County V-Tech High School
- Assist case managers and complete recordkeeping requirements on prospective review of potential (new) out-of-district placements for students. Process mailing and tracking of student records and requests.

#### Medical Evaluations:

- Word process letters to doctors requesting medical evaluations of students, and prepare selected records for mailing.

#### Summer Seasonal Responsibilities:

- Receive Budget Requests from Student Services Staff in all four buildings Processing each purchase order
- Receiving and expediting materials/supplies/equipments to respective staff
- Process invoice to accounts payable
- Establish and maintain files for classified students in out-of-districts placements
- Archive files of students who have left the district

- Receive and process Private/Public School contracts for signature and payment
- Establish “Running Purchase Orders” for OOD schools
- Establish “Running Purchase Orders” for Independent Clinicians
- Review order received and process invoices for payment
- Distribute and monitor time sheets for summer employees
- Review timesheets for completeness and accuracy
- Complete and process required recordkeeping for transfer of students
- Maintain record of Child Study Team schedule and availability
- Assist in establishing Nursing coverage schedule for the summer programs
- Shipping and receiving equipment, materials/supplies

**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 Revision:** November 5, 2020

**Board of Education Approved Revision:** May 17, 2023