

# Union Township Public Schools

## JOB DESCRIPTION

Title: Substitute Secretary

### **Qualifications:**

1. High School Diploma; secretarial training
2. Minimum experience in general or school office work as determined by the board
3. Knowledge of automated office equipment and excellent work processing and secretarial skills
4. Strong analytical, communication and human relation skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**Reports to:** Administrator as assigned

### **Job Goal:**

To perform secretarial and clerical responsibilities necessary for an efficient and effective office, that assists the Administrator or designee and the District staff in the performance of responsibilities so that a safe environment and effective clerical duties are provided.

### **Performance Responsibilities:**

1. Organize and maintain an efficient and effective office that handles a variety of tasks for the administration, faculty, students, and parents of the school.
2. Perform secretarial and clerical tasks of a varied nature.
3. Distribute mail and handle correspondence of the office, responding to routine requests for information, and transcribing, word processing, and proofing letters and responses.
4. Type, reproduce and distribute notices to staff, students and parents.
5. Act as a receptionist, greeting visitors, answering telephone calls in a pleasant and efficient manner, and communicating effectively in routine, sensitive, and confidential matters.
6. Maintain efficient and well organized electronic and paper data collection and filing systems, including confidential student and personnel files.

7. Work cooperatively with staff in other offices with the completion of large or time sensitive projects or emergencies.
8. Make announcements and operate the school intercom systems, if necessary.
9. Assist the administrator or designee and staff in handling interruptions and emergencies, calling for assistance when needed.
10. Create and maintain a clean, attractive, orderly, safe, and efficient office environment.
11. Adhere to New Jersey school law, State board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
12. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Administrator or designee.

### **Terms of Employment**

As assigned. Salary and work year to be established by the board

### **Evaluation**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Approved by: Township of Union Public Schools

Date:

Reviewed and agreed to by:

Date:

Approved by: Township of Union Public Schools

Date:

Reviewed and agreed to by:

Date: