

**MAIN OFFICE SECRETARY  
CONFIDENTIAL EMPLOYEE**

**QUALIFICATIONS:**

1. High School diploma.
2. Proficient computer skills: Windows 10, Microsoft Office Suite and Google Suite programs.
3. Proficiency in all secretarial skill areas including typing, filing and communication skills.
4. Prior employment in a responsible payroll position and/or bookkeeping.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

**REPORTS TO:** CSA/VP

**JOB GOAL:**

The job of School Secretary/Receptionist is for the purpose/s of providing secretarial and administrative support to the Administration; communicating information to students, parents, staff, and/or other districts; ensuring compliance with financial, legal and administrative requirements; and supporting the broad array of services provided to students, parents, instructional and support employees.

**PERFORMANCE RESPONSIBILITIES:**

1. Maintains strict confidentiality and high level of professionalism in all duties and functions performed.
2. Responsible for answering phones during regular business hours.
3. Responsible for student check in upon arrival, reporting student tardiness(after 9:15am dependent on school schedule),enter data into Realtime or other appropriate Student Information System
4. Assists the public and welcomes visitors to the school.
5. Engages with the public and staff in an efficient and positive manner.
6. Prepares daily bus lists for homeroom teachers for dismissal and after school extracurricular activities
7. Oversees parent pick up and dismissal and ensures that everyone is accounted for before resuming other responsibilities.

8. Assists with the dissemination of memos and information from the Business Office to the the staff and public
9. Responsible for collecting incoming mail and packages, sorting, and delivering to the appropriate parties.
10. Maintains Staff attendance records and daily log-in
11. And any other duties assigned by Administration

TERMS OF EMPLOYMENT: Ten-month year.  
Contract terms and compensation terms to be determined by the Board of Education.

EVALUATION: Performance of this job will be evaluated annually by the Chief School Administrator/VP in accordance with state law and provisions of the Boards policy on evaluation of non-certificated staff.

APPROVED BY: MONTAGUE TOWNSHIP BOARD OF EDUCATION

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Date

LEGAL REFERENCES:

N.J.S.A. 18A: 6-7.1 Criminal history record  
N.J.S.A. 18A: 16-1 Officers and employees  
N.J.S.A. 18A: 16-2 Physical examination  
N.J.A.C. 18A: 17-2 Tenure of secretarial and clerical employees  
N.J.A.C. 6:29- 7.4 Requirements of physical examination

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

Rev.2/05