

# School District of the Chathams



**259 Lafayette Avenue  
Chatham, New Jersey 07928**

## **JOB DESCRIPTION**

### ***Executive Secretary***

#### **QUALIFICATIONS**

- High School diploma or equivalent training
- Minimum experience as determined by the Board
- Excellent word processing skills
- Knowledge of automated office equipment and efficient office procedures
- Excellent interpersonal and communication skills
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status
- Physical and Mantoux Test

#### **REPORTING STRUCTURE**

- Building Principal/Administrator(s)

#### **JOB GOAL**

To perform difficult secretarial and clerical duties entailing a high degree of responsibility, discretion and confidentiality, using independent judgment, in addition to routine work necessary for the smooth and efficient operation of the office.

#### **PERFORMANCE RESPONSIBILITIES**

- Principal's correspondence
- Receives and routes incoming calls and correspondence. Screens calls and inquiries that involve sensitive topics. Personally handles calls involving confidential or sensitive topics. Accommodates the caller's concerns without referring callers unnecessarily to the administration.
- Types correspondence, notices and reports, and verifies the accuracy of the work done. Maintains confidentiality of sensitive correspondence.
- Schedule appointments, prepare agendas

- Faculty Handbook
- Student Handbook
- Substitute Teacher's Handbook
- Faculty letter / New faculty members letter
- Performs usual office routines, plus assembles confidential material according to instructions, prepares summaries of confidential documents, and maintains confidential files.
- Maintain school budget; Petty Cash and Student Activity Funds
- Process purchase orders
- Keep track of incoming orders and oversee supplies on hand for school opening
- Maintain calendar of school activities
- Record Fire Drills/Emergency Preparedness Drills
- State Reports
- Registration of students; transfer of records
- Assist Principal with Teacher scheduling and Paraprofessional scheduling
- Upholds and enforces school rules, administrative regulations and Board policy.
- Performs other duties within the scope of his/her employment and position as may be assigned.

### **TERMS OF EMPLOYMENT**

Work year and salary to be determined by the board in accordance with the Collective Bargaining Agreement between the School District of the Chathams and the Chatham Education Association

### **EVALUATION**

Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of non-certified staff.

Job Description adopted by the School District of the Chathams □ Chatham, New Jersey

Adopted: [11/04/2019]