

## **JOB DESCRIPTION**

## **BARNEGAT TOWNSHIP SCHOOL DISTRICT**

### **SECRETARY**

#### **QUALIFICATIONS:**

1. High School Diploma or equivalent
2. Solid knowledge of office technology programs (Microsoft, Google, etc.)
3. Strong communication (oral and written) and organizational skills
4. Ability to multi-task and maintain ongoing confidentiality
5. Minimum experience as determined by the board
6. Required criminal history check and proof of U.S. citizenship or resident alien status

**REPORTS TO:** Director, Supervisor, Principal or Vice Principal of their department or Respective school and the Superintendent of Schools.

#### **JOB GOAL:**

To carry out all secretarial and clerical duties necessary for the smooth and efficient operation of the office/department.

#### **PERFORMANCE RESPONSIBILITIES:**

##### **Athletics Department**

1. Keep record of all athletic paperwork submitted by students and clearances.
2. Prepare rosters of eligible players for coaches.
3. Prepare NJSIAA Certificate of Eligibility for each team.
4. Prepare awards for each team (includes ordering plaques, printing certificates, preparing letters, pins and bars).
5. Keep record of all awards.
6. Schedule games/matches/meets and reschedule as needed.
7. Confirm all games/matches/meets.
8. Submit home schedules to assignors for officials.
9. Confirm officials for all games/matches/meets.
10. Schedule buses for all away games/matches/meets/tournaments.
11. Schedule facilities for all games/matches/meets/practices.
12. Prepare weekly schedule for distribution to Director of Athletics, transportation, buildings & grounds, groundskeeper, facilities, trainer, coaches, Principal, Superintendent.
13. Assist in preparation of budget.
14. Keep accurate budget records.
15. Prepare Purchase Orders.
16. Pay all officials.

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17. Prepare list of all officials earning more than \$600/calendar year for Business Administrator.
18. Keep updated list of all approved coaches for High School and Middle School athletics.
19. Prepare vouchers/POs, record, and submit to Board office for all coaches stipends.
20. Record and submit vouchers to Payroll for all event staff.
21. Submit paperwork and payment for all tournaments and clinics.
22. Send Athlete of the Week nomination form to all coaches.
23. Prepare ballot for Athlete of the Week and send to Coaches Council committee.
24. Tabulate ballots for Athlete of the Week.
25. Notify all coaches, building principals, and designee in charge of marquee update of each week's Athletes of the Week.
26. Update Athlete of the Week board outside Athletic Office.
27. Responsible for Athletic Department bulletin board.
28. Assist coaches/Boosters treasurer to ensure good communication between two factions.
29. Keep white board in Athletic Director's office updated with all High School/Middle School athletic schedules/changes.
30. Secretary to Athletic Committee – attend meetings, take minutes, prepare report, submit to Superintendent's office.

### Guidance

1. Registers all new Barnegat High School students.
2. Sends all Barnegat High School student records out of district when a student transfers out.
3. Greets students, parents, and staff upon entering guidance office.
4. Answers and screens phone calls for guidance counselors and District Supervisor.
5. Provides working papers to students and submits monthly reports to state.
6. Keeps office organized and places office supply order.
7. Schedules student academic counseling meetings and counseling services.
8. Sends high school transcripts for students applying to college for current students, as well as past graduates transferring or applying to college or jobs.
9. Verify graduation for past graduates with background check companies.
10. Maintains student records.
11. Assists counselors in summer school registration for students.
12. Responsible for Senior Survey – prepare, collect and log.
13. Create a Final Report for the Principal/Supervisor of all graduates.
14. Organize Vocational School applications and information.
15. Scholarship assistant – mails donor applications, organizes donor breakfast, prepares application for students, copies and sorts applications when received, and arranges details for Scholarship ceremony.
16. Maintain court papers for sign-out restrictions.
17. Assists counselors and District Supervisor and performs any other duties to help the office run smoothly.

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### Office of Special Education

1. Answering phones for the Director and District Supervisor
2. Composing communication, as necessary
3. Inputting Special Education data into student database, where necessary.
4. Consulting and collaborating with technology department regarding data collection, troubleshooting for state funded reports, record keeping and all maintenance
5. Data entry for IDEA and SEMI reporting
6. Maintaining confidential lists of services and supports for special education students
7. Maintain files for all homeless students and contacting appropriate agencies, where necessary
8. Handling all purchasing for the department
9. Liaison for all Out of District students.
10. Filing and maintaining confidential special education records
11. Screens calls and inquiries that often involve sensitive topics. Addresses the caller's concerns.
12. Processes all payroll vouchers for Child Study Team members
13. Orders all necessary testing materials for the special education department and maintains record keeping for such.
14. Provides assistance and support to other offices within the school district
15. Coordinates and manages the ESY program (Extended School Year), sending notices to parents, coordinating child study team members, assigning rooms, etc.
16. Familiar with and adheres to the Parental Rights in Special Education (PRISE), Family Education Rights and Privacy Act (F.E.R.P.A.) and New Jersey Administrative Code regarding the maintenance, distribution and destruction of student records and information
17. Performs other appropriate duties as assigned by the special education teacher or building principal directly related to a good learning experience for special education pupils.

### Principal

1. Staff Attendance: maintain temporary and personal leave of absence forms; ensuring proper coverage; enter attendance on Systems 3000.
2. AESOP.
3. Genesis.
4. Updating Principal/office/staff calendars.
5. Typing/proofreading letters, memos, agendas, reports, observations, etc.
6. Receiving/Screening telephone calls/visitors.
7. Coordinating schedules for school events (school pictures, etc.).
8. Student transfers into and out of school.
9. Creating Opening Day Packets.
10. Distributing of state testing materials.
11. Running report cards.
12. Before and Aftercare.

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13. Fire Drills/Security Drills: recording; alerting alarm company.
14. Purchasing: complete requisition process, when supplies are received then complete the purchase order procedure.
15. Log in facility use for school activities; log in requests/repairs via School Dude

### **School (K-5)**

1. Student Attendance (all Genesis related items). Coordinate with homeroom teachers if necessary.
2. Awards for attendance and academic.
3. Aftercare: review of lists, distribute to homeroom and aftercare staff.
4. Lesson Plans: file, log, etc.
5. Analyze budget report information and review with Principal.
6. Prepare Purchase Orders including but not limited to venues, supplies, reimbursements, etc.
7. Utilizing Ed Data for pricing and bulk orders.
8. Follow-up with vendors for W9, Business Registration Certificate, and/or discrepancies with orders.
9. Maintain petty cash.
10. Process professional development forms.
11. Field trips: coordinate with transportation, calendar, venue, teachers, permission slips, etc.
12. Facilities Direct to schedule visitors, meetings, school plays, etc.
13. Process continuing education requests.
14. Maintain inventory of supplies, including supplies for Xerox and laminator machines.
15. Retain discipline referrals.
16. Maintain pest control log.
17. Provide updated information for Marquee.
18. Inventory.

### **School (6-8)**

1. Complete tasks/requests for both Vice Principals and Principal, teachers etc.
2. Answer telephone calls and/or emails.
3. Assist parents with signing in or out students; calling students down for items dropped off.
4. Assist Board Office when information is requested.
5. Type any letters/memos/projects for administrators to parents or staff.
6. Distribute delivered mail (teacher/administration boxes).
7. Assist visitors, teachers or students with requests.
8. Assist with AESOP coverage issues and substitute sign in each morning.
9. Xerox Machine – call for service and order supplies need for all Xerox Machines in building.
10. Suspension letters, Discipline Files.
11. HIB - Mail, copy and track.
12. Purchase Orders, Ed Data.

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13. Student Activities Account.
14. Maintain Locker Information; Distribute Locks.
15. Collect Fines .
16. LifeTouch Pictures (scheduling).
17. Field Trips.
18. Maintenance/Technology Requests – “Dude”.
19. New Registrations and Transfer Outs.
20. Update Genesis with student information.
21. Process Physicals for Sports.
22. Bulletins for Faculty & Students.
23. Morning Announcements.
24. Maintain Student Activities Account.
25. Graduation: Cap & Gown; Diplomas; Awards; Program; Tickets; Schedule date in June for Cap & Gown Pictures; Graduation set up.

### School (9-12)

1. Greet Visitors/Front counter (provide information for students/parents/call down students to pick up materials dropped off)
2. Maintain Locker Information
3. Field Trips
4. Update Genesis with Emergency Card Information
5. Nurse Correspondences
6. Morning/Afternoon Announcements
7. Distribute, sorts, open, reads, posts and replies to mail
8. Provide Information for Staff/Students/Visitors
9. Act as liaison for Student/Parents/Teachers to Vice Principals
10. School Budget (General Purchase Orders and Maintain Budget)
11. Coverage for Teachers Classes as Needed
12. Phones (handles incoming and outgoing telephone calls for general school business, the Principal, Vice Principal's and teachers)
13. Maintain office files (student's discipline)
14. Parking (staff & students)
15. Discipline/Detentions (letters, etc.)
16. Blue Books
17. Maintain Copy Machines
18. Scantrons
19. School Dude/IT Requests
20. Act as Liaison for Students/Parents/Teachers to Vice Principals
21. Collects Fines
22. Professional Day Requests
23. Coordinates and maintains necessary information for substitute teachers daily
24. Prepares necessary records for the Board of Education Office
25. Maintain files pertinent to the conduct of the school

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26. Prepping for graduation

### Transportation

1. The job of Transportation Secretary was established for the purpose/s of providing a variety of support to the Transportation Coordinator and transportation department; establishing and maintaining department records; tracking department funds and purchases; ensuring compliance of department records with mandated requirements; compiling reports; monitoring assigned projects and/or program components, i.e. payroll etc.
2. Attends department and/or in-service meetings for the purpose of conveying and/or gathering information required to perform functions.
3. Compiles data (e.g. gas card expenses, time sheets, etc.) for the purpose of preparing reports or processing requests.
4. Coordinates assigned projects and/or program components (e.g. drug testing, bus routing, fleet fuel, payroll, fleet maintenance programs, etc.) for the purpose of completing activities and/or delivering services in compliance with established guidelines and in a timely fashion.
5. Maintains a variety of manual and electronic documents files and records (e.g. department databases, time sheets, expense reimbursement requests, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
6. Monitors a variety of activities (e.g. budget and program expenditures, etc.) for the purpose of ensuring that financial practices are followed and in compliance with district policies.
7. Prepares a variety of correspondence, reports and other materials (e.g. purchase orders, budget reports, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
8. Processes a variety of documents and materials (e.g. time sheets, work orders, requisitions, travel reimbursements, etc.) for the purpose of disseminating information in compliance with established administrative guidelines.
9. Researches a variety of topics (e.g. discrepancies, policies, etc.) for the purpose of providing information and making recommendations in a variety of administrative areas.
10. Responds to a wide variety of program-specific and district-general inquiries from a variety of internal and external parties for the purpose of providing information, facilitating communication among parties and/or providing direction.
11. Supports assigned Transportation Coordinator and department staff for the purpose of providing assistance with administrative functions.

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## TERMS OF EMPLOYMENT:

Salary and work year to be determined by the Board of Education.

## EVALUATION:

Performance of this job will be evaluated annually in accordance with State law, administrative code, and the provisions of the Board's policy on evaluation of non-certified staff.

## LEGAL REFERENCES:

- N.J.S.A. 18A:4-14 Uniform system of bookkeeping for all school districts
- N.J.S.A. 18A:6-7.1-7.5 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
- N.J.S.A. 18A:12 School Ethics Act
- N.J.S.A. 18A:16-1 Officers and employees in general
- N.J.S.A. 18A:17-13 Assistant and acting secretaries; appointment, powers and duties
- N.J.S.A. 18A:17-14 Clerks in the secretary's office
- N.J.A.C. 6A:32 District operations