

JOB DESCRIPTION

**BOARD OF EDUCATION
FAIRFIELD, NJ**

**NON-CERTIFIED STAFF
Executive Secretary to the Business
Administrator/Board Secretary**

EXECUTIVE SECRETARY TO THE BUSINESS ADMINISTRATOR/BOARD SECRETARY

QUALIFICATIONS

1. Minimum of a High School diploma or equivalent training.
2. Minimum experience as determined by the Board.
3. Knowledge of Microsoft Word, Excel, Systems 3000, preferred.
4. Knowledge of automated office equipment and efficient office procedures.
5. Good telephone skills and ability to communicate effectively.
6. Able to maintain confidentiality as required and appropriate.
7. Required criminal history check and proof of U.S. citizenship or resident alien status.
8. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

REPORTS TO Business Administrator/Board Secretary

JOB GOAL

Perform 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, including overseeing the operation of the transportation program.

PERFORMANCE RESPONSIBILITIES

1. Receives, screens and routes incoming calls that involve sensitive or confidential topics and accommodates the caller's concerns without referring callers unnecessarily to the administrator.
2. Opens, sorts, and distributes inter-office and regular mail which includes access to legal matters and handles correspondence involving sensitive matters.
3. Performs usual office routines, plus assembles confidential material according to instructions, prepares summaries of confidential documents, and maintains confidential files.
4. Types correspondence, notices and reports as directed by the B.A., and verifies the accuracy of the work done. Maintains confidentiality of sensitive correspondence.
5. Maintains a well-organized up-to-date filing system.
6. Prepares, in conjunction with the Secretary to the Superintendent, monthly Board agenda and handles follow-up activities as necessary, i.e., extracts. Makes sure the administrator has any necessary back-up materials needed. Works closely with Business Administrator for monthly Board Agenda items.
7. Types all Board meeting minutes and maintains official minute book.
8. Submits eligible Title 1 schools to the principal for state report.
9. Maintains highly confidential records and files, ensuring that the material is properly marked, secured and accessible for immediate use by administrators. Performs specialized and confidential assignments, as required, including other tasks related to the efficient operation of the office, as assigned.
10. Organizes the annual Training Module System (GCN) to assure all staff complete the required modules.
11. Process free and reduced lunch applications in a timely manner and conduct verifications for cause as directed by the Business Administrator.
12. Oversees the district's Food Nutrition Program.

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13. Participate in cross-training of other business office functions.
 14. Assist the School Business Administrator/Board Secretary with special projects including collective bargaining negotiations and OPRA requests.
 15. Assist in the completion of the annual audit as directed by the School Business Administrator with Board-approved auditor and provide records and information requested.
 16. Bidding Preparation (typing, advertising, distributing) of bid packages and logging of bids and record maintenance. Attends Pre-Bid meetings, as needed.
 17. Advertising of legal notices, board meeting changes, etc., for compliance with applicable laws. Attends Board Meetings, as needed.
 18. Establishes and maintains contract and warranty files for Capital and Maintenance Projects.
 19. Handles miscellaneous insurance claims, such as property, liability and student accidents.
 20. Works with the County Board of Elections on an annual school election process including Board Resolutions and meeting deadlines given by the Superintendent of Elections for compliance with election law.
 21. Annually gives to the County Superintendent of Schools a list of names of the school officials, by office and position, whose responsibilities require them to complete the Financial and Personal/Relative Disclosure Statement (Ethics Law Compliance).
 22. Notifies the County Superintendent by April 30 deadline of the names of the newly elected Board Members to obtain Financial and Personal/Relative Disclosure Statement.
 23. Manages Board Policies and Regulations.
 24. Assists the Business Administrator in compiling data and preparing reports required by law, administrative code and board policy, (i.e. Workman's Compensation, Right-to-Know files and the AHERA Management Plan, including setting up mandated training classes and notifying staff). Maintains the confidentiality of source data and confidential records that are summarized and assembled into the final report.
 25. Learns and assists in the Absence Management System to input information, maintain absences, etc. when the Executive Secretary to the Superintendent is not available.
 26. Assumes responsibility for the safe and efficient operation of the transportation program.
 - a. Coordinates bus routes, bus stops, student pick-up and drop off times with district approved vendors, as well as inputting this information into Genesis. Ensures compliance with bus limitation.
 - b. Handles emergent transportation incidents (bus accident/delays/unattended child, etc.).
 - c. Notifies the principal of problems on buses.
 - d. Provides appropriate transportation reports and bus assignments to teachers, parents, and bus companies.
 - e. Develops and administers a transportation program to meet the needs of the daily instructional program, field trips and extracurricular activities. Obtain field trip insurance certificate.
 - f. Works with the Business Administrator to formulate specifications for transportation contracts with private vendors, as necessary.
 - g. Assists with the completion of the annual State DRTRS Report (District Report of Transported Resident Students) within state mandated deadlines.
 - h. Prepares and administers the transportation budget.
 - i. Collects deposits and payments for subscription busing.
 - j. Works cooperatively with principals to make arrangements for bus emergency evacuation drills at both schools.
 - k. Responds to transportation inquiries by the public and handles complaints.

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WORK TRAITS

1. Maintains confidentiality, as required and appropriate, and in addition:
2. Follows all guidelines as stated in the contractual agreements with the Fairfield Board of Education.
3. Demonstrates an openness to discuss suggestions.
4. Demonstrates initiative, independence and decision making appropriate to the performance tasks of this position.
5. Makes efficient use of time and resources available.
6. Provides well-organized accurate work.
7. Demonstrates ability to prioritize tasks and to change priorities, as appropriate to meet the needs of the job.

PROFESSIONAL DEVELOPMENT

Participates in staff development opportunities in accordance with district guidelines and resources to enhance job-related skills and knowledge.

SCHOOL/COMMUNITY RELATIONS

1. Communicates effectively with vendors and school personnel, as needed to expedite orders.
2. Demonstrates a willingness to assist and work cooperatively with colleagues.
3. Displays tact and courtesy when dealing with students, staff, residents and others in person and by telephone in the performance of this position.

OTHER ASSIGNED DUTIES

Performs such other tasks and assumes such other responsibilities as the School Business Administrator of designee may assign.

TERMS OF

EMPLOYMENT: Salary, work year and terms and conditions of employment to be determined by the Board of Education.

ANNUAL

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the Board's policy on evaluations.

All applicants must meet NJ Residency requirements as per "New Jersey First Act", N.J.S.A. 52:14-7 (L. 2011, Chapter 70).

LEGAL REFERENCES:

<u>N.J.S.A. 18A:6-7.1-7.5</u>	Criminal history record
<u>N.J.S.A. 18A:16-1</u>	Officers and employees in general
<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
<u>N.J.S.A. 18A:17-2</u>	Tenure of secretarial and clerical employees
<u>N.J.S.A. 18A:17-24</u>	Clerks in Superintendent's Office

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N.J.A.C. 6A:32-6

School employee physical examinations

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

Adopted: 9/20/2022

Revised August 2023