

Job Description

DENVILLE BOARD OF EDUCATION

Position: District Administrative Secretary/Secretary to Director of Special Services

Responsible to: Director of Special Services and other District Level Administrators

Qualifications:

1. High School diploma or equivalent training
2. Minimum of two years' related work experience
3. Good typing, word processing, and computer skills
4. Knowledge of office equipment, efficient office procedures, and business software
5. Good telephone skills, ability to communicate effectively, strong interpersonal skills
6. Ability to gather data and create reports as appropriate
7. Required criminal history check and proof of U.S. Citizenship or resident alien status
8. Knowledge of area based upon specific assignment

Terms of Employment: Twelve Months

Goal: To carry out all secretarial and clerical duties necessary for the smooth and efficient operation of a district administrative office.

District Duties and Responsibilities:

1. Prepares and files correspondence, agendas, reports, evaluations, purchase orders, and communications. Takes and transcribes notes; reproduces materials as needed.
2. Receives and routes incoming calls and correspondence; sorts and distributes mail and notices.
3. Greets, assists, and logs in/out visitors to the office.
4. Handles phone calls, schedules appointments, and maintains the calendar for administrators.
5. Assists with Staff and student needs.
6. Maintains confidentiality as required and appropriate.
7. Maintains student demographic data including attendance and enrollment records in using district administrative software; completes required State reports.

8. Performs usual office routines and other tasks related to the efficient operation of the office.
9. Maintains office and general area bulletin boards and posts notices.
10. Orders and maintains records of school supplies and inventories.
11. Attends professional development related to job responsibilities.
12. Responsible for preparation and submission of the Application for State School Aid (ASSA).
13. Assumes such other related duties and responsibilities as may be directed by Supervisor.

Specific – Office of Special Services:

1. Assists in the preparation of all required Child Study Team and Special Education Reports including local District, State, and Federal Documents (i.e. NJSMART, Extraordinary Aid, End of Year (EOY) Federal and State reports).
2. Maintains accurate student demographics for all classified students and prepares reevaluation and annual review rosters to ensure compliance with dates.
3. Prepares and updates student case management files.
4. Prepares and processes all referral documents received from and needed by Child Study Team members.
5. Assists with scheduling appointments and follow-up contacts for outside testing and evaluation services needed as part of the evaluation process.
6. Coordinates mailing of appropriate schedules and notifications to parents, staff, and Child Study Team members.
7. Maintains needed paperwork including transportation, home instruction, testing, out-of-district placements, non-public services, Special Education Medicaid Initiative (SEMI), and inclusive preschool advertising/applications.
8. Maintains and update electronic or other confidential files for all classified students.
9. Submits resolutions for proper approval to the Board of Education including tuition, evaluations, professional services, etc.).
10. Coordinate with Director to Develop and Maintain the Yearly Budget for Out of District Tuition and Professional Services.
11. Act as a Liaison to the Regional High School for scheduling articulation and gather information needed for out of district high school student services.

Adopted: 2009 June 1

Revised: 2021 April 26