

Caldwell – West Caldwell Public Schools

Job Description

Title: Central Office Administrative Secretary-12 month (2)

QUALIFICATIONS:

1. High School Graduate, Secretarial School studies, and/or college courses
2. Associate's or Bachelor's degree preferred.
3. Min of two years' school district experience preferred
4. Excellent interpersonal, organizational, and oral and written communications skills
5. Detail oriented; able to multitask, problem-solve, and work respectfully with staff and members of the school community
6. Excellent computer skills, including but not limited to Microsoft Office, particularly Word and Excel, in addition to Google mail, Google Sheets/Docs/Forms/Calendar
7. Knowledge of Frontline applications (Absence Management/Central/Professional Growth) and personnel database (Systems 3000) applications preferred
8. Knowledge of Genesis student information system preferred
9. Spanish speaking capability a plus

REPORTS TO: Superintendent or designee

This position is a part of the C-WC Educational Secretaries Association

RESPONSIBILITIES:

Central Registration Responsibilities

- Meet with families and register all incoming students grades K-12 throughout the school year using Genesis Student Information System
- Complete all student transfers and withdrawals
- Keep detailed information on incoming enrollment and keep all schools apprised of incoming students grades K-12 on an ongoing basis
- Maintain detailed student information and enrollment records, and maintain up-to-date residency information and parent/guardian contact information
- Assign Parent Portal credentials to all new families entering the district.
- Assist district families with Parent Portal access and troubleshoot technical issues
- Work with IT Dept on annual system rollover to the next school year and troubleshoot technical issues
- Work with elementary schools to update and publish all Genesis parent forms at the start of each school year
- Provide Genesis support for school secretaries and other departments

Human Resources Responsibilities

- Help maintain the Systems 3000 personnel database, Frontline Absence Management, Frontline Central, Califon Seniority System, Safe Schools by adding all new hires and deactivating all retirees/resignations
- Help maintain staff accounts in Genesis and School Messenger by adding all new hires and deactivating all retirees/resignations.
- Help process tuition and professional development reimbursements
- Help maintain proper filing of all personnel related items
- Point of contact for Absence Management for all school principals/secretaries
- Other Human Resources support, as needed

Central Office Responsibilities

- Assist Assistant Superintendent, Director of Elementary Education and Director of Secondary Education with general office duties and projects such as:
 - Serve as budget office liaison: complete requisitions, obtain quotes, submit required paperwork
 - Complete clerical tasks pertaining to curriculum, instruction, and professional development copies
 - Assist with calendar management, scheduling, printing
 - Point of contact for Frontline Professional Growth platform; maintain upkeep of records and onboard new staff.
- Other such duties as assigned by the Superintendent or designee.