

Caldwell-West Caldwell Public Schools

Job Description

Part-Time Secretary -Continuing Education Adult School

Provides support to Director of Continuing Education Adult School Program
August to May (with some summer hours)
Monday to Thursday – 5:30 to 9:30

Qualifications: High School Graduate

Two years of post-secondary training and 5 years job experience as a secretary or graduate of a recognized secretarial skills program and two years job experience or five years of successful employment as a school secretary

Such other qualifications as may be specified

Reports to: Director of Continuing Education

Responsibilities:

- Assist Supervisor in all aspects of his job, including, but not limited to:
- Manage correspondence for Director
- Sort and read incoming mail and documents. Compose correspondence for Director's signature
- Field and respond to calls from potential participants
- Respond to emails from potential and current participants
- Maintain filing and records management systems and other office flow procedures
- Recruitment of new instructional staff
- Proofing of Fall and Spring booklet; make revisions as necessary
- Create requisitions for instructors' payroll (approx. 50 instructors) for Fall and Spring semesters
- Process all purchase orders; close out and file; coordinate with bookkeeper
- Order any inventory as needed
- Process refunds, if any, for participants during each semester
- Create certificates for participants in the licensed courses; scan to participants
- Greet and provide COVID-19 protocol to participants nightly; direct participants to classrooms
- Keep custodians apprised of room usage nightly
- Perform all other duties as assigned by Director