

Caldwell – West Caldwell Public Schools

Job Description

Title: **Confidential Secretary to the Superintendent**

QUALIFICATIONS:

1. High School graduate, Secretarial School studies, and/or college courses; Associate's or Bachelor's degree preferred
2. Five or more years of experience in a school setting
3. Excellent interpersonal, organizational, and oral and written communications skills
4. Detail-oriented, able to multi-task, and work respectfully with staff, parents, and the community
5. Computer literate in Microsoft Office, particularly Word and Excel, in addition to Outlook and the Internet
6. Such other qualifications as may be specified

REPORTS TO: Superintendent

RESPONSIBILITIES:

1. Schedule appointments and maintain calendar. Receive and assist visitors and telephone callers, and refers them to the Superintendent or other appropriate person as circumstances warrant
2. Take action authorized during Superintendent's absence and uses initiative and judgment to see that matters requiring attention are referred to delegated authority or handled in a manner so as to minimize effect of the Superintendent's absence
3. Sort, read, and annotate incoming mail and documents, and attach appropriate file to facilitate necessary action; determine routing, signatures required, and maintain follow-up. Compose correspondence and reports for Superintendent's signature
4. Research and abstract information and supporting documentation in preparation for meetings, work projects, and reports. Correlate and edit materials submitted by others. Organize material which may be presented to the Superintendent in draft format
5. Maintain filing and records management systems and other office flow procedures
6. Make arrangements for and coordinate conferences, interviews, and meetings with various organizations within the school district

7. Select and/or make recommendations for purchase of supplies and equipment; maintain budget and expense account records, financial records, and confidential files
8. Perform all other duties as assigned or as judgment or necessity dictates