

**LONG HILL TOWNSHIP PUBLIC SCHOOLS  
SECRETARY TO SUPERINTENDENT OF SCHOOLS JOB DESCRIPTION**

**TITLE:** Secretary to Superintendent of Schools

**QUALIFICATIONS:** High school diploma, skills in word processing and data management, skills in record keeping and filing, high level of competence in interpersonal communications, strong preference for prior experience in a public school district.

**REPORTS TO:** Superintendent of Schools

**JOB GOAL:** To provide assistance to the Superintendent of Schools and support the major functions of the Superintendent's Office and school district operations.

**PERFORMANCE RESPONSIBILITIES:**

General Secretarial

1. Process all incoming mail and telephone calls
2. Perform general secretarial duties including dictation, typing, filing, maintains and updates the superintendent's appointment calendar and deadlines for reports, etc.
3. Compose and type memos and correspondence as directed by the Superintendent. Follow-up as necessary.
4. Prepare and type the School Bell newsletter. Photocopy, fold and prepare bulk mailing. Oversee their delivery to the post office for distribution.
5. Gather information from schools for school calendar and handbook. Prepare calendar and arrange for distribution.
6. Maintain sufficient office supplies necessary for smooth operation of office.
7. Order health cards and other forms and documents for school use.
8. Maintain and distribute all forms used by staff members in district, such as personal day forms, professional day forms, tuition reimbursement request forms, professional day follow-up report forms, etc.
9. Maintain files for the Superintendent's office, general files, personnel files and board agenda files. Also maintain a log for storage of dead files.
10. Prepare staff directory and distribute to all schools.
11. Prepare Back to School packet for all staff including memos, school calendar and any other pertinent information.
12. Plan district functions and receptions as required.

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13. Maintain a petty cash fund. Keep accurate records and receipts. Prepare purchase order for reimbursement.
14. Prepare purchase orders for reimbursement of Superintendent travel and other expenses.
15. Maintain confidentiality regarding all matters regarding the Superintendent's office.
16. Maintain and professional and cordial manner with all employees.
17. Handle requests from Board members as required.
18. Perform all other duties or tasks assigned by the Superintendent which are appropriate and applicable to the smooth and efficient operation of the office.
19. Maintain database for the district's emergency notification system.
20. Maintain emergency box for Superintendent's Office to contain all student emergency forms, staff emergency forms, current staff lists and emergency contact numbers.
21. Update district phone extension list and web directory as needed,
22. Create sign-in sheets for Superintendent's staff meetings.

Board Meetings

1. Coordinate the preparation of the agenda for Board of Education meetings.
2. Distribute agenda to Board Members and members of the public as required.

Personnel

1. Prepare and distribute job postings, place and fax classified advertisements, prepare purchase orders for advertisements. Maintain file of resumes and provide information to Superintendent. Set up interview appointments as directed. Create personnel files for new hires. Send correspondence to unsuccessful candidates.
2. For new hires, prepare necessary paperwork for fingerprinting and emergent hiring.
3. Assemble all required documentation and forms from new hires.
4. Prepare packets for all substitutes. Set up appropriate interviews and process paperwork as required.
5. Provide updated information to the substitute service and maintain records of substitute use.
6. Maintain all personnel files and records.
7. Process personal day request forms and keep log of personal days used by staff members.
8. Maintain an excellent relationship with the county office staff to expedite paperwork when necessary.
9. Maintain personnel records and data in the CDK Personnel System. Attend training on system enhancements as necessary.

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10. Coordinate the registration process for Flex Day workshops. Keep records of flex hours accumulated by staff.
11. Track Professional Day Follow-Up Reports
12. Prepare and submit the annual Certificated Staff Report and other state submissions as required.

School Funds

1. Prepare bank deposits for Central School Student Funds

Copying and Copy Machine Maintenance

1. Initiate service calls for Business Office copy machines.
2. Report quarterly copier counts to copy machine vendor.
3. Assist PTO and other volunteers in operating the copy machine.

Report Preparation

Receive information from the state, gather information from schools, check data, enter data and submit reports to the County Office or New Jersey Department of Education as required.

**TERMS OF EMPLOYMENT:**

Twelve month position – pay scale as determined by the Long Hill Township Board of Education

**EVALUATION:**

The annual job performance evaluation will be based on this job description, any applicable state regulations, and/or Board of Education policies. This position will be evaluated by the Superintendent of Schools by May 1 of each year.

**Reviewed and readopted: June 25, 2012**  
**Approved: August 19, 2002**