

JOB DESCRIPTION

CST/SCHOOL SECRETARY

BOARD OF EDUCATION
FAIRFIELD, NJ

NON-CERTIFICATED STAFF

TITLE: CHILD STUDY TEAM (CST)/SCHOOL SECRETARY

QUALIFICATIONS:

1. High school diploma or equivalent training.
2. Minimum experience as determined by the board.
3. Good word processing skills, including a working knowledge of specialized vocabulary used in schools.
4. Knowledge of automated office equipment and efficient operating procedures.
5. Proficiency in technology and applications used by the district and ability to learn new software programs.
6. Strong interpersonal skills with children and adults, including an ability to communicate effectively in writing, by telephone, and in person.
7. Ability to maintain confidentiality in all situations and interactions.
8. Required criminal history background check and proof of U.S. citizenship or resident alien status.

REPORTS TO:

Supervisor of Special Services or designated administrator

JOB GOAL:

Perform secretarial and clerical duties for the Director of Special Services and building principal and ensure the efficient operation of the school's main office.

PERFORMANCE RESPONSIBILITIES:

1. Handle all responsibilities of the main office secretary including, but not limited to:
 - Demonstrate congeniality and patience with staff, students, parents, and visitors.
 - Receive and route all incoming calls to correct personnel. This includes utilizing the radio to call maintenance staff, officer, counselor, and/or principal as needed.
 - Handle all incoming/outgoing mail and create/maintain staff mailboxes.
 - Handle various mass mailings to students and/or parents.
 - Greet and log in all visitors, following all building security procedures.
 - Create and maintain students' cumulative folders.
 - Create and maintain contact information for staff (hard copies and on website).
 - Maintain a record of personnel absences (sign-in/out sheet) and communicate with the principal and/or substitute coordinator each morning to ensure all classes are covered for the day.
 - Schedule appointments, meetings, and school events in Google Calendar with the principal's approval.
 - Use various software programs (Google apps, Genesis, PaySchools,...) to complete assigned tasks such as maintaining class lists, setting up payments for field trips, accessing student info,...
 - Assist the principal with a dismissal report so staff knows which students will be picked up, riding the bus, attending after-school care, attending clubs, etc.
2. Handle all responsibilities of the CST secretary including, but not limited to:
 - Maintain confidentiality of records and information.
 - Use various software programs (Google apps, Genesis, NJSMART, IEP tracker, budget software,...) to complete/submit reports and perform other assigned tasks.
 - Maintain and access daily enrollment information in the form of registers, daily attendance sheets, disciplinary letters, add/drop data for students.
 - Maintain a CST testing log to assure all evaluations are completed in accordance with NJ Special Education Code timelines.
 - Assist the Director of Special Services and principal in compiling data and preparing reports required by law, administrative code, and board policy.
 - Handle all paperwork from the county office of Special Education such as exceptions, approvals for placements, etc.
 - Schedule meetings for the director and make sure the attendees have the necessary materials.
3. Perform other related assignments and tasks related to the efficient operation of Special Services and the school's main office, as needed.

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TERMS OF EMPLOYMENT:

Salary and work year to be determined by the board.

ANNUAL EVALUATION:

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

LEGAL REFERENCES:

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| <u>N.J.S.A. 18A:67.1</u> | Criminal history record |
| <u>N.J.S.A. 18A:161</u> | Officers and employees in general |
| <u>N.J.S.A. 18A:162</u> | Physical examinations; requirement |
| <u>N.J.S.A. 18A:172</u> | Tenure of secretarial and clerical employees |
| <u>N.J.A.C. 6A:32-6</u> | School employee physical examinations |

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Adopted: April 10, 2025