

Montclair Public Schools  
Personnel Department

**JOB DESCRIPTION**

**Title:** Secretary

**Qualifications:** 1. High School Diploma or equivalent. 2. Prior secretarial experience preferred. 3/ Knowledge of basic office procedures, record keeping and phone protocols. 4/ Demonstrated ability for mailing technologies and basic computer use. 5/ Demonstrated ability for customer service and public relations. 6/ Excellent listening, verbal, written communication and organizational skills. 7/ Demonstrated ability to successfully work within a team of people. 9/ Demonstrated aptitude or competence for assigned responsibilities. 10/ Required criminal background check & proof of U.S. citizenship, legal alien status, or right to work within the US. 11/ Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**Reports To:** Assigned Building or Central Office Administrators

**Job Goal:** To assure the efficient and effective operation of the assigned office so that a positive impact on the education of pupils, the experience of those visiting the schools and the work conditions for staff can be realized.

**Performance Responsibilities:** 1/ Performs the usual office routines and secretarial functions associated with a busy yet productive and smoothly run office. 2/ Performs all secretarial functions required by the assignment. 3/ Receives and properly handles telephone calls, information requests from administrators, teachers, parents, students, business, public, school, community, organizations and governmental agencies and other contacts in a confidential manner. 4/ Types and distributes daily, monthly and weekly bulletins or reports as required. 5/ Coordinates the master school calendar with the Principal. 6/ Maintains and updates the emergency closing list, staff roster, attendance and sign-in sheets as assigned. 7/ Assists with the free and reduced lunch forms and collection of funds as needed. 8/ Oversees the signing-in of visitors. 9/ Oversees aides, students or volunteers assigned to assist in the office. 10/ Maintains inventories and accounts for all building keys. 11/ Maintains required papers for student activities, records or employment as assigned. 12/ Oversees the petty cash drawer and deposits for the school treasurer and the Principal as assigned. 13/ Distributes mail as needed. 14/ Updates main office bulletin boards outside main office. 15/ Performs all responsibilities in a professional, courteous and cooperative manner while maintaining strict confidentiality of school, school district and Board of Education information and records. 16/ Completes all other duties as assigned by the Principal.

**Terms of Employment:** Level and term of contract as approved by the board;  
Salary and benefits as per the agreement Montclair Education Association.

**Evaluation:** Performance of this job will be evaluated annually in accordance with the Board's policy on evaluation of non-certified staff.

Established: 1973, revised 1987, 2006, 2008