

Montclair Public Schools
Personnel Department

JOB DESCRIPTION

Title: Secretary – Certification, Attendance, Negotiations

Qualifications: 1. High School Diploma or equivalent. 2. Prior secretarial experience preferred. 3/ Knowledge of basic office procedures, record keeping and equipment. 4/ Demonstrated ability for customer service. 5/ Excellent listening, verbal, and written communication skills. 6/ Knowledge of word processing, database and/or spreadsheet applications. 7/ Demonstrated ability to successfully work within a team of people. 8/ Demonstrated aptitude or competence for assigned responsibilities. 9/ Required criminal background check & proof of U.S. citizenship, legal alien status, or right to work within the US. 10/ Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports To: Personnel Administrator

Job Goal: Enhance the effectiveness of all Human Resource functions, specializing in certification, attendance, negotiations, salaries and information services.

Performance Responsibilities:

1. Be knowledgeable about all aspects of certification, maintain records and assist professional staff with certification process; 2. Work closely with Personnel Administrator regarding all Human Relations functions; 3. Assist new staff with employment process including required State and district document requirements, prepare new folders, enter all personnel information into data base, follow-up on papers needed for personnel folders; 4. Process provisional teachers, send State evaluations to principals as required, constant follow-up as required; 5. Maintain official attendance records of all district employees, notify payroll department of deductions with overrun time; enter end of year attendance on individual permanent records; 6. Maintain vacation time for 12 month staff and send notices/deadline reminders; 7. Maintain professional training cards for advancement on teacher's salary guide, send deadline reminders; 8. Assist in maintenance of salary cards for all district personnel; 9. Coordinate information gathering and complete yearly Fall Report of Certificated and Non-Certificated personnel; 10. Constantly up-date personnel data base with all transaction changes; 11. Entered and maintain assigned aspects of the HR databases; 12. Monitor teacher paperwork for compliance purposes 13. Assist with the revision and adoption of District policies and assigned manuals; 14. Assist the Personnel Administrator with negotiations and confidential employee bargaining issues within the scope of secretarial duties; 15. Substitute applications, interviews and processing for county certification, prepare file for substitute coordinator; 16. Review and provide services which conform to district objectives, policies, directives and state laws; 17. Maintain positive relationships with the building administration, public and other staff; 18. Assume other related responsibilities and duties within the context of the above performance responsibilities or as assigned by the Personnel Administrator.

Salary: 12 Month as determined by the board.

Established: 1973

Revised: 1976, 1985, 1989, 2003, 2008,