

**FAIRFIELD TOWNSHIP SCHOOL DISTRICT
CUMBERLAND COUNTY, NJ
Confidential Secretary to the Child Study Team**

QUALIFICATIONS:

1. High School Diploma, College Degree preferred
2. Expertise with computer applications and the use of office equipment
3. Ability to independently plan and carry out long-range tasks
4. Ability to work with and relate to children, staff members and parents

REPORTS TO: Child Study Team Director

JOB GOAL: Perform clerical and office duties that contribute to the orderly and timely operation of the Child Study Team.

PERFORMANCE RESPONSIBILITIES:

1. Files and maintain all CST records and databases.
2. Maintains a confidential demeanor regarding all CST cases and procedures
3. Prioritizes workload under advice of the Director and CST
4. Schedules and maintains an electronic record of all CST meetings and other activities
5. Contacts parents and teachers regarding upcoming meetings under case manager's direction
6. Performs routine office tasks such as filing, duplication, greeting the public, answering the phone, directing information to appropriate staff.
7. Keeps the Director and CST informed of all pertinent issues and concerns.
8. Uses provided technology such as email, OnCourse, EasyTrac, and PCG Claiming System programs to carry out daily assigned duties.
9. Coordinate mailings to parents, staff and administration
10. Contacts other districts and agencies to obtain student confidential records
11. Maintains ongoing communication with participating districts

TERMS OF EMPLOYMENT: Salary and work year to be determined by the Board of Education.

SALARY: As determined by the Board of Education and negotiated contracts.

BENEFITS: Medical, Dental, Prescription & Optical Plan

SUBMIT LETTER OF INTEREST, RESUME & REFERENCES TO:

**Fairfield Township School District
Attn: Office of the Superintendent/Principal
375 Gouldtown-Woodruff Road Bridgeton, NJ 08302
Phone – (856) 453-1882 Fax – (856) 453-7189
Or email to employment@fairfield.k12.nj.us**

Closing Date: Until Filled

FAIRFIELD TOWNSHIP SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER

The Fairfield Township Board of Education is an Equal Opportunity Employer, has an Affirmative Action Program, and will not discriminate against any person because of race, color, religion, national origin, ancestry, age, political affiliation, sex, armed forces liability, physical handicap, social or economic status.

The Board is committed to Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act.

Dated: July 17, 2017