

**FAIRFIELD TOWNSHIP SCHOOL DISTRICT
CUMBERLAND COUNTY, NJ
ANTICIPATES THE FOLLOWING ANTICIPATED POSITION AVAILABLE
SECRETARY 2019-2020 SCHOOL YEAR**

MINIMUM QUALIFICATIONS:

1. High School diploma or equivalent. (Bachelor's Degree preferred.)
2. Knowledge of automated office equipment and efficient office procedures.
3. Strong communication skills.
4. Good telephone skills and ability to communicate effectively.
5. Ability to work with and without direct supervision.
6. Conducts himself/herself in a professional manner
7. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Superintendent / Assistant Principal

JOB GOAL: To perform secretarial and clerical duties as per Job Description

MINIMUM PERFORMANCE RESPONSIBILITIES:

1. Answers and directs incoming calls and visitors to appropriate individuals.
2. Prepares all correspondence and reports emanating from the Assistant Principal's office.
3. Is responsible for routine clerical functions related to attendance and record keeping.
4. Sorts, screens and distributes incoming mail and processes outgoing mail.
5. Distributes information and appropriate forms to teachers.
6. Maintains confidentiality of sensitive correspondence, records and other information.
7. Relieves other office staff members during their breaks.
8. Operates School Access system, including, but not limited to entrance door access system, phone system.
9. Performs data entry, assists with NJ Smart Reports and class scheduling.
10. Registers and transfers all students into system. (OnCourse)
11. Assists with end of day dismissal
12. Performs other duties within the scope of his / her employment as may be assigned.

TERMS OF EMPLOYMENT: 12 Month Employee

SALARY: Per Salary Guide of Collective Bargaining Agreement

BENEFITS: Medical, Dental, Prescription & Optical Plan

SUBMIT LETTER OF INTEREST, RESUME & 3 PROFESSIONAL REFERENCES TO:

Office of the Superintendent/Principal
Fairfield Township School District
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: May 31, 2019

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.

Posed: May 20, 2019

Anticipated Secretary 2019-2020 SY