

NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL DISTRICT

TITLE: **QUAD SECRETARY (NON-AFFILIATED)**

- QUALIFICATIONS:**
1. College degree in a related field or High School diploma and secretarial training or previous experience as a secretary
 2. General knowledge of office routines and procedures
 3. Operational level office skills including: typing, word processing, filing, copying, calculator use, basic record keeping ability, ability to compose correspondence
 4. Must be proficient in Microsoft Office, Google Apps and equivalent software
 5. Ability to exercise independent judgment
 6. Knowledge of how to use and integrate various technological applications.
 7. Ability to complete tasks that require extraordinary attention to detail and follow through to meet deadlines and commitments
 8. Perform repetitive motions and sit for long periods of time
 9. Exhibit flexibility and ability to adapt to change
 10. Good telephone voice and manner
 11. Ability to remain confidential with student, staff and administrative matters
 12. Ability to prioritize importance of office functions
 13. A criminal history background check and proof of U.S. citizenship or legal resident alien status is required

REPORTS TO: Directly responsible to the Quad Executive Director of Curriculum, Instruction and Assessment

POSITION GOAL:

To carry out all technological and administrative duties necessary for the smooth and efficient operation of the curriculum office.

ESSENTIAL JOB FUNCTIONS:

1. Shall perform all duties in the most efficient manner possible and interact with administrators, staff, students and the public in the best interest of the school district.
2. Receives and routes incoming telephone calls, emails and correspondence for the department.
3. Performs usual office routines including coordinating, recording and distributing paperwork, emails and information as assigned.
4. Prepares, maintains, inputs, files and reports appropriate and accurate information related to the functioning of the department.
5. Review, organize, maintain and modify all curricular documents on quad district Google Drive folder.
6. Attend regional district meetings and take minutes for curriculum office records.
7. Maintains a well-organized up-to-date filing system.
8. Utilize and maintain content exchange using Google Apps and other software/website content used in quad management of the Curriculum, Instruction and Assessment office.
9. Perform bookkeeping duties for the department as assigned, i.e., process purchase orders for the department, balance accounts, maintain records of departmental accounts, payroll reports, etc.
10. Arranges meetings, prepare agendas and handles follow-up activities as necessary.
11. Maintains confidentiality as required and appropriate.
12. Handle mail and correspondence for the assigned office.
13. Answer telephone calls and emails in a pleasant and efficient manner.
14. Order and maintain office supplies.
15. Create and maintain a clean, attractive, orderly, safe and efficient office environment.
16. Display ethical and professional behavior in working with everyone who communicates or is associated with the office.

17. Adhere to New Jersey school law, State Board of Education regulations, Northern Highlands School district Board of Education policies and regulations as well as contractual obligations.
18. Performs other tasks related to the efficient operation of the office as assigned.

**TERMS OF
EMPLOYMENT:**

Salary and work year to be determined by the Board.

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.

BOE APPROVED: 2/26/18