

ROCHELLE PARK BOARD OF EDUCATION JOB DESCRIPTION MANUAL

Student Services

NON-CERTIFIED

TITLE: CHILD STUDY TEAM SECRETARY

QUALIFICATIONS:

1. High school diploma or equivalent training
2. Minimum experience as determined by the board
3. Good word processing skills, including a working knowledge of specialized vocabulary used by the child study team.
4. Knowledge of automated office equipment and efficient office procedures. Proficiency in technology used by the district and ability to learn new software applications, as needed.
5. Knowledge of district rules and procedures such as attendance rules.
6. Strong interpersonal skills, including good telephone skills and ability to communicate effectively.
7. Ability to maintain confidentiality in all situations and interactions.
8. Required criminal history background check and proof of U.S. citizenship or resident alien status
9. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

REPORTS TO: Child Study Team Coordinator and Building Principal, or other designee as determined by the Superintendent

JOB GOAL: Perform challenging secretarial and clerical duties pertaining to special education services entailing a high degree of responsibility, discretion and confidentiality, using independent judgment, in addition to routine work necessary for the smooth and efficient operation of the child study team.

PERFORMANCE RESPONSIBILITIES:

1. Communications – receives and routes incoming calls and correspondence. Personally, handles calls involving confidential or sensitive topics. Maintains a record of incoming phone calls and related responses. Screens calls and inquiries that involve sensitive topics. Accommodates the caller's concerns without referring callers unnecessarily to the administrator. Assists with daily calls concerning parental and/or student concerns. Maintains phone answering services and intercom communications. Communicates with out of district CST offices and requests/forwards CST records as necessary. Communicates with Hackensack or other high school CST to maintain database of students with IEPs.
2. Files, Database, Scheduling and Operations Data – provides receptionist duties as needed and maintains sign in/sign out sheets and the daily appointment schedule for the child study team. Assists, logs in, and directs visitors within the district. Schedules appointments including meetings and job interviews in a manner that protects confidentiality of visitors and applicants. Maintains confidentiality of records and information. Maintains a well-organized up-to-date filing system. Maintains accurate record of special education students. Maintains highly confidential records, files and sensitive correspondence, ensuring that the material is properly marked, secured and accessible for immediate use by administrators. Uses the IEP software, budget software, purchase order software, and other software purchased by the district. Maintains and accesses daily enrollment information in the form of registers, daily attendance sheets, disciplinary letters, add/drop data for students. Maintains record of transportation services and communicates
3. Meetings – arranges meetings, sends notices for meetings, prepares files as needed, prepares agendas, takes clear notes and handles follow up activities as necessary. Makes sure the administrator has any

CHILD STUDY TEAM SECRETARY (continued)

necessary back-up materials needed. Prepares minutes when assigned. Coordinates travel arrangements as assigned.

4. Reports – assists the superintendent in compiling data and preparing reports required by law, administrative code and board policy. Maintains the confidentiality of source data and confidential records that are summarized and assembled into the final report.
5. Office Functions – performs usual office routines, plus assembles confidential material according to instructions, prepares summaries of confidential documents, and maintains confidential files. Types correspondence, notices and reports, and verifies the accuracy of the work done. Operates all business machines necessary to complete reports and clerical work required in the operation of the office. Prepares letters, memos, charts, schedules, forms, agendas. Supports the administration in compiling data for state reports. Provides lunch period coverage for the school building's main office which involves answering phones, addressing visitors, and general office support during the main office secretary's lunch time.
6. Functions Efficiently As Part Of A Team –Prepares letters as requested by the coordinator or administrator. Distributes mail to members of the child study team (CST). Prepares duplicates and copies of materials for the efficient functioning of the CST. Relates congenially with child study team co-workers, other district staff, parents and students. Relates agreeably and effectively with county office staff. Under guidance from the coordinator or administrator, handles paperwork from the County Office of Special Education such as exceptions, approvals for placements, etc.
7. District Goals – supports the Board of Education's and the administration's philosophy, goals and objectives for the district, its schools, and its departments. Reports any concerns about deviations from district philosophy, such as may impair delivery of services, to immediate supervisor in a timely manner.
8. Other – performs other related specialized and confidential assignments as required, and other tasks related to the efficient operation of the office as assigned by the Superintendent.

TERMS OF

EMPLOYMENT: Salary and work year to be determined by the board.

ANNUAL

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.

Approved by: Rochelle Park Board of Education

Date: May 2021

Revised:

LEGAL REFERENCES:

| | |
|---------------------------|--|
| <u>N.J.S.A. 18A:6-7.1</u> | Criminal history record |
| <u>N.J.S.A. 18A:16-1</u> | Officers and employees in general |
| <u>N.J.S.A. 18A:16-2</u> | Physical examinations; requirement |
| <u>N.J.S.A. 18A:17-2</u> | Tenure of secretarial and clerical employees |
| <u>N.J.A.C. 6A:32-6</u> | School employee physical examinations |

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.