



## West Windsor-Plainsboro Regional School District

### Job Description

**Job Title:** Secretary To  
**Department:** School or Department, as assigned  
**Reports To:** Principal, Director or Supervisor(s)  
**Salary Guide:** WWPSA; Twelve-month contract  
**Prepared Date:** 13 July 2023

**Position Summary:** To support the principal or director by performing all secretarial and clerical duties necessary for the smooth and efficient operation of the office.

**Qualifications:** High School Diploma or above. Two years' related experience and/or training; or equivalent combination of education and experience. Knowledge and ability to use technology and related software. Ability to operate commonly used office machines and technology. Demonstrated proficiency in typing/keyboarding. Good interpersonal skills. Ability to manage telephone calls in a courteous and effective manner. Ability to greet the public and staff with a professional demeanor. Required criminal history check and proof of U.S. citizenship or resident alien status.

**Essential Duties:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Essential Duties and Responsibilities:**

- Receive and route incoming calls and correspondence.
- Provide customer service support to the school community, as needed.
- Perform usual office routines, such as photocopying, general typing, filing, etc.
- Assist in the greeting, properly signing-in, obtaining visitor's passes, and directs visitors to the school, as requested.
- Prepare correspondence, notices, and reports for the principal or director.
- Maintain a well-organized up-to-date filing system.
- Operate all business machines and technology necessary to complete reports and work required in the operation of the office.
- Arrange meetings, prepare meeting agendas and handles follow-up activities as necessary.
- Maintain confidentiality as required and appropriate.
- Perform statistical assignments.
- Prepare items for the personnel agenda.
- Record attendance for staff.
- Maintain student records.
- Monitor building use.

- Oversee the daily substitutes, as needed.
- Perform other tasks related to the efficient operation of the office as assigned.

## **TECHNOLOGY SKILLS**

Ability to be proficient in computer applications pertinent to support the position, including but not limited to Microsoft Office, Microsoft Excel, Google Suite, Genesis Employee Portal and Student Information System.

## **EVALUATION OF PERFORMANCE**

Performance of this position will be evaluated annually in accordance with the New Jersey Administrative Code and Board of Education policy.

## **PHYSICAL DEMANDS**

The physical demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **TERMS OF EMPLOYMENT**

12 Month Contract. Salary and benefits as determined by the Board of Education and any applicable and collective negotiations agreement.

The information contained in this job description is reviewed and approved by the Board of Education and may be modified as district and state requirements evolve. This job description does not constitute a written employment contract.

## **NEW JERSEY FIRST ACT**

New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires employees of all school boards to reside in the State of New Jersey unless otherwise exempted under the law.

## **AMERICANS WITH DISABILITIES ACT STATEMENT**

External and internal applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The West Windsor-Plainsboro School District shall determine

reasonable accommodation on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.

**The West Windsor-Plainsboro Regional School District** is proud to be an Equal Employment Opportunity and Affirmative Action employer. The district does not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

Board Approval Date: 7/25/2023

Certified by: CJ Comella  
Assistant Superintendent for Personnel

