

Montclair Public Schools  
Personnel Department

**JOB DESCRIPTION**

**Title:**           **Executive Secretary**

**Qualifications:**       1. High School Diploma or equivalent. 2. Prior secretarial experience preferred. 3/ Knowledge of basic office procedures, record keeping and equipment. 4/ Demonstrated ability for customer service. 5/ Excellent listening, verbal, and written communication skills. 6/ Knowledge of word processing, database and/or spreadsheet applications. 7/ Demonstrated ability to successfully work within a team of people. 8/ Demonstrated aptitude or competence for assigned responsibilities. 9/ Required criminal background check & proof of U.S. citizenship, legal alien status, or right to work within the US. 10/ Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**Reports To:**           Designated Administrator

**Job Goal:**   To serve as the confidential secretary to an administrator; assist in supervise all other secretarial duties in the department and help coordinate district wide administrative activities relating to the functions of the office.

**Performance Responsibilities:**       1. Supervises and coordinates the efficient workflow of the department relative to the responsibilities of the administrator; 2. Oversees the activities of all other secretarial and clerical personnel assigned to the administrator's office; 3. Assists in the preparation of all correspondence and reports emanating from the administrator's office; 4. Maintains and keeps confidential sensitive information and materials; 5. Maintains a regular filing system, as well as a set of locked confidential files, and processes incoming correspondence; 6. Maintains a schedule of appointments for the administrator and makes arrangements for conferences, meetings and interviews; 7. Maintains strict confidentiality for all information; 8. Acts as a liaison between the administrator and other staff in screening and routing inquiries and requests; 9. Assists the administrator in compiling data and preparing reports required by law, administrative directive and board policy; 10/ Receives and properly handles telephone calls, information requests from administrators, teachers, parents, students, business, public, school, community, organizations and governmental agencies and other contacts in a confidential manner. 11/ Oversees aides, students or volunteers assigned to assist in the office. 12/ Maintains positive relations with staff, visitors and administrators, 13/ Maintains required paperwork for activities, records or employment as assigned. 14. Effectively utilizes technology programs necessary for the functioning of the department; 15/ Proofs and recommends changes to written communications and materials from the department; 16/ Performs all responsibilities in a professional, courteous and cooperative manner while maintaining strict confidentiality of school, school district and Board of Education information and records. 17/ Successfully completes all other duties as assigned by the administrator.

**Terms of Employment:**       Level and term of contract as approved by the board;  
Salary and benefits as per the agreement Montclair Education Association.

**Evaluation:**   Performance of this job will be evaluated annually in accordance with the Board's policy on evaluation of non-certified staff.

Established:   1973, revised 1987, 2006, 2008,