

**PLEASANTVILLE PUBLIC SCHOOLS  
PLEASANTVILLE, NJ  
JOB DESCRIPTION**

**Central Office Administration**

**Non-Certified**

---

**TITLE: EXECUTIVE SECRETARY**

**QUALIFICATIONS:**

1. High School Diploma required; Associate's Degree preferred or related experience;
2. Minimum of three plus (3+) years of successful administrative secretarial experience required;
3. Exceptional knowledge of Microsoft Office software;
4. Excellent organizational and secretarial skills are required;
5. Strong analytical, communication, and human relations skills;
6. Strong leadership and interpersonal skills;
7. Ability to maintain confidentiality at all times
8. Ability to communicate effectively orally and in writing
9. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment Strong communication and interpersonal skills
10. Provide proof of citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
11. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six-month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
12. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
13. Pass the state-required Mantoux Intradermal Tuberculin Test as required by J.A.C. 6:3-4A.4.
14. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and

**REPORTS TO:** Designated Central Office Administrator / or Designee

**JOB GOAL:**

To serve as an executive administrator's confidential secretary; supervises all executive administrative, and secretarial duties and coordinates school-level and district-wide executive administrative activities.

**PERFORMANCE RESPONSIBILITIES:**

1. Supervises and coordinates the efficient workflow of the school system relative to the responsibilities of the designated administrator;
2. Performs all secretarial and confidential work as assigned by the designated administrator;
3. Supervises the activities of all other secretarial and clerical personnel if assigned to the designated administrator's office;
4. Supervises and assists in the preparation of all correspondences and reports emanating from the designated administrator's office;
5. Maintains a regular filing system, as well as a set of locked confidential files and processes incoming correspondence;
6. Places and receives telephone calls and records messages for the designated administrator;
7. Maintains a schedule of appointments for the designated administrator and makes arrangements for conferences, meetings and interviews.
8. Prepares agenda items for board approval as required or requested;

## Executive Secretary (continued)

9. Acts as a liaison between the designated administrator and administrative staff in screening and routing inquiries and requests;
10. Assist the designated administrator in preparing reports required by law, administrative code and board policy;
11. Perform such additional duties and activities the Superintendent may find appropriate and acceptable.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all-inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand, and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision, and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable form of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

### **ENVIRONMENTAL DEMANDS:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all-inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air-conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

TERMS OF EMPLOYMENT: 12-month employee, salary determined by Board of Education

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: Pleasantville Board of Education  
Date: August 18, 2015  
Revised: July 16, 2020 (Approved by State Monitor pending board approval) August 11, 2020  
June 13, 2023

### **LEGAL REFERENCES:**

N.J.S.A. 18A:6-7.1 Criminal history record  
N.J.S.A. 18A:16-1 Officers and employees in general  
N.J.S.A. 18A:16-2 Physical examinations; requirement  
N.J.S.A. 18A:17-2 Tenure of secretarial and clerical employees  
N.J.A.C. 6A:32-6 School employee physical examinations  
Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.