

DELRAN TOWNSHIP SCHOOL DISTRICT

Confidential Secretary – Personnel Manager

Reports to: Superintendent of Schools

Job Goal: Under general supervision performs complex technical personnel work in the areas of recruitment, examination, new employees processing, and financial and statistical data preparation; maintains personnel records and files; provides information and assistance to District staff, applicants and the general public relative to personnel matters.

Performance Responsibilities:

1. Maintain computerized and paper personnel files as required and relevant for current certificated and non-certificated staff members as well as a historical archive of required documents for past employees.
2. Maintains records, files, and communications related to the recruitment and selection of new certificated and non-certificated employees, such as advertising positions, receiving and organizing application credentials and materials, communicating with applicants, scheduling interviews, processing new employee records, and notifying county and state offices regarding newly hired employees.
3. Process and maintain files for new certificated and non-certificated employees, i.e., organize and process criminal history review forms for dissemination, verify previous employment history; and collect, process, and verify certifications, transcripts, and the results of the physical examination, TB test, and drug test.
4. Generate staff demographic reports and other personnel related reports as requested by the Superintendent.
5. Maintain an up-to-date knowledge of the certification requirements and processes as well as No Child Left Behind (NCLB) highly qualified requirements for certificated and non-certificated personnel.
6. Maintain contact with various federal and state agencies that routinely request information from the district in the areas of personnel reporting and labor records audits.
7. Process, maintain, and disseminate the computerized and paper files related to the mentoring and teacher certification program from the certificate of eligibility phase through the provisional certification phase and concluding in the receipt of the standard

certification, including applications, expedited reviews, commitments, evaluations, and due dates.

8. Maintain a district database for the professional development for school leaders' initiative and generate reports as required or requested by the Superintendent.
9. Oversees and complete the computerized and paper processes for the hiring of substitute teachers; receive applications, collect and verify the certification and transcript credentials as well as employment history, coordinate the criminal history review process, conduct the emergent hiring or continuous employment process as necessary prepare substitute teacher lists for Board of Education approval, and notify the county office regarding newly hired substitutes.
10. Update the substitute teacher handbook as necessary and disseminate it to the schools.
11. Complete the computerized and paper processes to record and maintain certificated and non-certificated staff attendance and absences.
12. Maintains a district calendar of events and activities on the Delran Township School District website.
13. Assist with sorting the mail and processing student registration materials, as may be necessary and timely.
14. Performs other related duties as may be assigned by the Superintendent.

Qualifications:

1. High school diploma; college level training and/or secretarial training are desirable.
2. Experience in general or school office work; evidence of responsible secretarial experience in a district or school or in private industry or public service.
3. Knowledge of and ability to manage computerized personnel systems and other automated office equipment.
4. Strong analytical, communication and interpersonal skills.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

Terms of Employment:

12-month work year; salary to be determined by the Board of Education

Evaluation:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of noncertified personnel.

APPROVED BY THE BOARD OF EDUCATION: February 13, 2012