

## DELRAN TOWNSHIP SCHOOL DISTRICT

### Confidential Secretary – Policy, Regulations, Database Manager

Reports to: Superintendent of Schools

Job Goal: Under general supervision performs complex technical personnel work in the areas of policy and regulations, database management, and confidential and responsible clerical work.

#### Performance Responsibilities:

1. Work with the Superintendent of Schools, School Business Administrator, Director of Pupil Personnel Services, and Director of Curriculum and Instruction to generate, revise, and maintain district policies and regulations.
2. Maintain the district electronic policy and regulations manual and consult with the district's policy service as necessary and as requested by the Superintendent.
3. Locate or collect information and prepare reports or replies regarding policies and regulations.
4. Work with the Superintendent of Schools, Director of Special Projects, and Executive Secretary in compiling and managing data and preparing reports required by law, administrative code, and/or board policy.
5. Serve as a mentor and technical advisor for central and school based office staff in the area of data gathering and reporting functions.
6. Assume responsibility for the K-12 student registration process as well as the annual kindergarten registration process.
7. Assume responsibility for organizing and maintaining files and records and compiling fire drill, enrollment, suspension, and other reports as necessary and requested.
8. Complete purchase orders and monitor budgetary accounts for the Superintendent's office.
9. Perform secretarial and clerical tasks and manage the day-to-day processing of communications, filing, and copying as necessary and requested.
10. Perform other duties as may be assigned by the Superintendent.

Qualifications:

1. High school diploma; college level training and/or secretarial training are desirable.
2. Knowledge of and ability to manage computerized database systems and other automated office equipment.
3. Strong analytical, communication and interpersonal skills.
4. 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**