

# MOUNTAINSIDE SCHOOL DISTRICT

BEECHWOOD SCHOOL, 1497 WOODACRES DRIVE, MOUNTAINSIDE, NEW JERSEY 07092

DEERFIELD SCHOOL, 302 CENTRAL AVENUE, MOUNTAINSIDE, NEW JERSEY 07092

## 2025-2026 SCHOOL YEAR

**Posting Date – June 30, 2025**

**Position:** Secretary to the Principal  
Full-Time, 12 month position

**Start Date:** August 1, 2025

### Job Description & Qualifications:

The Secretary to the Principal will assist the Principal with their tasks and oversee the daily operations of the main office by efficiently and professionally attending to student, parent/guardian, and staff needs with respect to in-person, written, electronic, and telephone inquiries. Secretarial, clerical, and computer experience in a school setting is strongly preferred.

### Responsibilities (including but not limited to):

1. Provides administrative support to the building principal
2. Manage school and student files
3. Maintains and monitors staff attendance records
4. Experience with Genesis Student Information System
5. Strong working knowledge of Google applications (Docs, Spreadsheets, Forms, and Slides)
6. Demonstrates a thorough understanding of general office tasks
7. Exhibits strong interpersonal and communication skills
8. Responsible for student registration and transfers throughout the course of the year
9. Prepares timesheets for extracurricular activities and class coverage
10. Maintains copiers and office supplies throughout the building
11. Distributes class lists and staff schedules as needed
12. Completes monthly bank reconciliations for student activity accounts as applicable
13. Attends faculty, and professional development days as required.
14. Adheres/upholds school rules, administrative regulations, and Board of Education policies.

**Salary:** Competitive salary per MEA agreement (range \$59,961-71,525). Actual salary based on years of experience in the same or similar position, and position on the guide; with family benefits package and NJPERS pension.

**Apply:** Email letter of interest, resume, and a copy of certification(s) to: [jobs@mountainsideschools.org](mailto:jobs@mountainsideschools.org)

*The Mountainside 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, sexual orientation, gender identity or expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.*