

MOUNTAINSIDE SCHOOL DISTRICT

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

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

2023-2024 SCHOOL YEAR

Posting Date – November 15, 2023

**Position: Front Office Secretary (Grades 3-8)
Full-Time, 10-month position**

Start date: January 1, 2024

Job Description & Qualifications:

The Front Office Secretary 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, Sheets, Forms, and Slides)
6. Demonstrates a thorough understanding of general office tasks
7. Exhibits strong interpersonal and communication skills
8. Prepares timesheets for extracurricular activities and class coverage
9. Maintains copiers and office supplies throughout the building
10. Distributes class lists and staff schedules as needed
11. Coordinates all aspects of class field trips
12. Attends faculty, and professional development days as required.
13. Adheres/upholds school rules, administrative regulations, and Board of Education policies.

Salary: Competitive salary per MEA Agreement, including full health/dental/vision benefit plans, NJPERS pension

In house candidates should use the district form attached. Other interested candidates should submit a cover letter, resume, and certification to: jobs@mountainsideschools.org

cc: BOE, Faculty Rooms, Office/Principal, MEA President