

MONMOUTH REGIONAL HIGH SCHOOL

TITLE **GENERAL OFFICE/SUBSTITUTE COORDINATOR
SECRETARY**

Reports to: Principal

Nature and Scope of the Job:

The general office/substitute coordinator secretary shall work cooperative and carry out tasks under the direction of the Principal. The position plays a vital role in assisting the Administrative Team in attaining a safe and secure educational climate through coverage of the front office to receive visitors and also working with the faculty and staff accounting for coverage when there are absences.

Qualifications:

1. High School diploma
2. Minimum of two years' related work experience
3. Good typing, word processing, data base, mail merge and computer skills
4. Knowledge of office equipment office procedures
5. Good telephone skills and ability to communicate effectively
6. Good organizational skills
7. Must work well with others, including other secretarial staff, instructional and support staff, students, and public
8. Demonstrates sensitivity to cultural diversity
9. Maintains the physical and mental capacity to perform the functions of this job
10. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

Employment Terms:

Twelve (12) months in accordance with published annual 12-month school calendar. Position is part of the Monmouth Regional High School Secretary Unit and compensation is followed per terms of such agreement between the unit and the Board of Education.

Job Functions and Responsibilities:

1. Assist with substitute teacher interviews and the Monmouth Regional Substitute Teacher Orientation Program with Assistant Principals.
2. Assign daily substitute teachers for class coverage
3. Maintains daily and annual absentee list for the Superintendent and payroll offices
4. Assign MRHS teachers for uncovered classes when necessary
5. Maintains payroll time sheets for MRHS teachers who cover classes
6. Serves in highly visible position, as first line of communication with the public
7. Greets all visitors in a friendly manner, have them sign-in and sign-out, and give them a name badge. Ask unauthorized visitors to leave

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Evaluation:

Performance of this job will be evaluated by the Principal at least one (1) time per year in accordance with Board policy and negotiated agreements.

Approved

Date

First Reading Board of Education: November 3, 2015