

## FAIRVIEW SCHOOL DISTRICT

### FAIRVIEW, NJ

#### Job Description: Board Secretary

##### Qualifications:

1. High School diploma
2. Demonstrated organizational, communication and interpersonal skills.
3. Knowledge of New Jersey facility certification(s) and inspection schedules.
4. Required criminal history review

##### Job Responsibilities:

1. Oversees the operation and maintenance of all school facilities and supervises maintenance services.
2. Ensures that all local, state/federal standards for the health and safety of students and staff are maintained and that required reports are submitted.
3. Research and furnish information as requested by the Board of Education.
4. Notifies the New Jersey School Boards Association of the names of newly-elected or appointed school board members in a timely manner to ensure the fulfillment of training required by the School Ethics Act.
5. Assist in the preparation of agenda items and supporting documents to be considered at each Board meeting and distribute both to Board members prior to each meeting.
6. Under the direction of the Business Administrator, assist in overseeing support staff employees including, but not limited to, custodians, secretaries, and van/bus drivers.
7. Assists the Business Administrator in the payroll verification process as required by law.
8. Performs such other duties as may be prescribed by law or assigned by the superintendent or the board.
9. Establishes and recommends priorities on repair projects.
10. Performs other related duties and assumes such other responsibilities as assigned by the Board of Education and/or the Superintendent of Schools/Business Administrator.

Board of Education Approved: June 23, 2020