

departments.

7. Assist the Assistant Superintendent
8. Maintains up to date staffing rosters for all Bilingual/ELL staff inclusive of support staff.
9. Maintains and keeps confidential sensitive information and materials; 10. Maintains a regular filing system, as well as a set of locked confidential files, and processes incoming correspondence;
11. Maintains a schedule of appointments for the administrator and makes arrangements for conferences, meetings and interviews;
12. Maintains strict confidentiality for all information;
13. Acts as a liaison between the administrator and other staff in screening and routing inquiries and requests;
14. Assists the administrator in compiling data and preparing reports required by law, administrative directive, and board policy;
15. Receives and properly handles telephone calls, information requests from administrators, teachers, parents, students, business, public, school, community, organizations and governmental agencies and other contacts in a confidential manner.
16. Maintains positive relations with staff, visitors and administrators,
17. Maintains required paperwork for activities, records or employment as assigned. 18. Effectively utilizes technology programs necessary for the functioning of the department;
19. Proofs and recommends changes to written communications and materials from the department;
20. Send relevant information through the district communication platform to staff and families.
21. Performs all responsibilities in a professional, courteous and cooperative manner while maintaining strict confidentiality, school district and Board of Education information and records.
22. Successfully completes all other duties as assigned by the administrator.

Approved by: Morris School District
Board of Education
Date: August 28, 2023