



# Haddonfield Board of Education

1 Lincoln Avenue  
Haddonfield, New Jersey 08033

## Job Description

Page 1 of 2

**POSITION:** Administrative Secretary - Board Office

**QUALIFICATIONS:** Five years secretarial experience, steno skills, typing skills, general office duties skills and varied office machine skills.

**PRIMARY FUNCTION:** Assume responsibility for various Board Office duties including complete responsibility and coordination of all evening and weekend activities for all five schools.

Assume responsibility for the record keeping of staff absences, and the distribution of the quarterly reports to the appropriate administrators.

**REPORTS TO:** Board Secretary/Administrator.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

1. Building Usage - Initial contact with organizations requesting use of Haddonfield Public Schools' facilities. Follow up of insurance coverage, and scheduling conflict free events. Obtaining appropriate approvals, and sending invoices when necessary for use of facilities. Maintain a log of invoices mailed and checks received for use of facilities. Communication with Bldgs. & Grounds personnel to solve potential conflicts or scheduling problems

Complete responsibility of the school year activity calendar. Checking for meetings, concerts or athletic event conflicts and resolving them by communication with principals, coaches, PTA officers, teachers and Music Department.

Public relations is definitely a part of this position as liaison between the school district and community.

2. Compile the upcoming year's information for the Haddonfield Community Calendar editor. In May, obtain schedules from the high school, middle school and elementary schools; obtain BOE meetings schedule; PTA meetings and Zone PTA meetings. Check for conflicts and finalize the calendar for next school year to give to calendar editor by June.
3. As holder of school events, compile and type the monthly "Round-Up" (activity and meeting list) for board members and administrators.

/



## Haddonfield Board of Education

1 Lincoln Avenue  
Haddonfield, New Jersey 08033

### Job Description

Page 2 of 2

4. Haddonfield Cable Calendar - weekly update to Garden State Cable for viewing on channel 18- coordinating information from Haddonfield Public Library along with school and PTA information.
5. Receive and put into computer all staff absences for district. Maintain all absence slips in file. Print out quarterly report for administration. At beginning of school year, compute and log into computer vacation days, sick days, etc. Prior to Sept 15th, issue letters to all staff employees informing them of their current sick and vacation days per our records
6. Tuition Refund Requests - ascertain amount allowed for the current school year, keep record of monies expended and forward upgrading of college credits to appropriate department.
7. Temporary Leave Requests - check for available time, log into computer, have approved and forward to necessary departments.
8. Sort and distribute daily mail
9. Assist in Board Office when requested, and help fill in during co-workers' vacation time, etc.
10. Daily problem solving.
11. Other duties as assigned by the Board Secretary and/or Superintendent

**BENEFITS:**

Benefits are available to full time employees per the negotiated contract.

BOE Approved Date:

BOE Review Date: