



# Haddonfield Board of Education

1 Lincoln Avenue  
Haddonfield, New Jersey 08033

## Job Description

Page 1 of 2

**POSITION:** Secretary to the Athletic Director

### **QUALIFICATIONS:**

- A. Secretarial experience.
- B. Interpersonal skills.
- C. Complete knowledge of computer and word-processing.
- D. Knowledge of office machinery

**PRIMARY FUNCTION:** To assist Athletic Director in all phases of his/her responsibilities

**REPORTS TO:** Athletic Director and Principal

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

- A. Heavy duty and consistent communications with other AD's, all coaches, assignors, officials, newsmen, district teachers and secretaries, parents, public, Building and Grounds, maintenance, bus drivers and companies.
- B. Assist AD in all areas of scheduling, cancellations, rescheduling, issuing directions, etc.
- C. Assist coaches with schedules, paperwork, phoning, budgets, etc.
- D. Coordinate district and athletic bus transportation as well as coordinating full maintenance and inspection of district buses. Issue schedules to coaches and drivers
- E. Facilitate Baccalaureate, graduation, Varsity Sports Dinner, IV and Frosh award nights.
- F. Maintaining data base on all HMHS athletes and keep files undated.
- G. All computer work from athletic budget to scheduling.
- H. Maintain files.
- I. Facilitate fire drills.



## Haddonfield Board of Education

1 Lincoln Avenue  
Haddonfield, New Jersey 08033

### Job Description

Page 2 of 2

- J. Handle replacement ID's for students.
- K. Issue tuition student's emergency phone list.
- L. Order and/or personalize Student Awards, i.e., flowers, award forms, pens, watches, plates, etc., throughout the year.
- M. Check in late or returning students or excuse students during attendance secretary's lunches and breaks.
- N. Distribute and keep record of Colonial Conference passes and parking permits.

**TERMS OF EMPLOYMENT:** Twelve month position

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of Board of Education policy.

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

BOE Approved Date:

BOE Review Date: