



# Haddonfield Board of Education

1 Lincoln Avenue  
Haddonfield, New Jersey 08033

## Job Description

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**POSITION:** Secretary - Administrative Offices

**QUALIFICATIONS:** High School Diploma  
Five years previous secretarial experience  
Demonstrate typing skills of at least 50 w.p.m.  
Proficient in Microsoft Word, Excel, Access & Outlook  
Possess strong organizational skills  
Ability to interact with people at all levels  
Excellent telephone skills  
Knowledge of office equipment

**PRIMARY FUNCTION:** Assume responsibility of various Superintendent office duties including personnel tasks, calculating teacher salaries, employment lists, etc. as described below.

**REPORTS TO:** Superintendent and Business Administrator

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

- A. Teacher Contracts: Maintain salary list throughout the year. Following reemployment, calculate salaries, type new contracts, and prepare list of salaries.
- B. New Teachers: Prepare all paperwork for new hires, which includes letter of employment, creating personnel file, data base entry, employment card, contract, salary list, and non-tenured list. Register new teacher with State Department if teacher holds a provisional certificate. Maintain employment checklist, which is a list of documents required by the district and State of New Jersey prior to employment.
- C. Certification: Prepare paperwork for new teachers, which include New Jersey State Certification forms, expedite forms to County Superintendent's Office, and registering teachers with



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certificates of eligibility to the State Department so they will receive their provisional certificate. Constantly keeping in contact with County Superintendent's Office and State Department on the status of these certificates

- D. Board Meetings: Obtain all personnel items from each Official Public Board Meeting and respond accordingly.
- E. Complete certificated staff report (part of Fall Report) and send to the State of NJ.
- F. Teacher Credits: Type letters to teachers and maintain records of teacher salary credits throughout the year, keeping all information up-to-date in order to update their salaries to the next step on the salary guide.
- G. Staff Directory: Compile and make corrections on all staff information to be placed in the Directory, which is distributed to all staff at the beginning of school year.
- H. Prepare non-tenured staff list.
- I. Compile shared staff list.
- J. Prepare staff vacancy list.
- K. Send courtesy and action letters to staff regarding non-renewal of employment.
- L. Vacancy Notices: Prepare notices of vacancies to be posted throughout the district for all positions. Send vacancies to colleges.
- M. Advertising: Place advertisements in newspapers for vacancies.
- N. Job Descriptions: Update and maintain file on all job descriptions in the district.
- O. Policies: Update and revise Board policies upon request.
- P. Tuition Students:
  - 1.) Send information and tuition student applications
  - 2.) Send letters to parents
  - 3.) Keep waiting lists updated
  - 4.) Keep a current list of tuition students



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- 5.) Keep tuition student files up-to-date
- Q. Student Teachers: Coordinate student teacher assignments with Colleges and within the district. Keep updated list of all accepted student teachers within the district.
- R. Enrollment: Collect enrollment information from the schools and prepare an updated list of all enrolled students.
- S. Assistant Superintendent: Update appointments in calendar, type correspondence, and state reports for Assistant Superintendent.
- T. Inter-office and incoming mail distribution to each department.
- U. Substitute Teachers: Obtain names from substitute scheduler each morning of the teachers who are absent and the names of their replacements and relay that information to the school secretaries.
- V. Assist Superintendent upon absence of Superintendent's secretary.
- W. Other duties as assigned by the Business Administrator, Assistant Superintendent or Superintendent.

### **TERMS OF EMPLOYMENT:**

Twelve month position

Salary to be established by the Board of Education

Holidays – same as negotiated agreement

Vacations – as determined by negotiated agreement

### **EVALUATION:**

Performance of this position will be evaluated annually in accordance with the provisions of the Board's policy.

### **BENEFITS:**

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

BOE Approval Date:

BOE Review Date: