



# Haddonfield Board of Education

1 Lincoln Avenue  
Haddonfield, New Jersey 08033

## Job Description

Page 1 of 2

**POSITION:** Discipline Secretary

**QUALIFICATIONS:**

- A. High School Diploma
- B. Type 50 WPM; word processing; filing; interpersonal skills
- C. Computer literate including knowledge of excel, Dictaphone helpful, but not essential
- D. Should be knowledgeable with copy machines, phone systems, calculators, fax machines, PA system and have experience with e-mail and the internet

**PRIMARY FUNCTION:** To serve as the secretary to the Assistant Principal and manage all student records related to the discipline process

**REPORTS TO:** Principal and Assistant Principal

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

1. Maintain computer records of student-related matters
2. Maintain student discipline records in excel
3. Maintain detention list; compose daily schedule of students for discipline conferences
4. Notify students of assigned detention via PA system
5. Verify student attendance referrals
6. Prepare correspondence for attendance related matters
7. Prepare correspondence relating to discipline
8. Maintain inventory of school keys
9. Maintains Activity Fee Fund account in excel



## Haddonfield Board of Education

1 Lincoln Avenue  
Haddonfield, New Jersey 08033

### Job Description

Page 2 of 2

10. Maintains use of building rooms
11. Prepares special time schedules for events
12. Assists principal's secretary with senior awards
13. Types all Interim Evaluations for Assistant Principal
14. Maintains Assistant Principal's appointment book and calendar
15. Greets all visitors
16. Answer telephones, directing and/or resolving any problems
17. Type and organize material for opening of new school year
18. Schedule In School Suspension dates
19. Responsible for coordinating all assignments for In School Suspension students
20. Coordinate and distribute student 1D cards

Coordinate the summer mailing to parents

**TERMS OF EMPLOYMENT:** Twelve month position

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board

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

BOE Approved Date:  
BOE Review Date: