



# Haddonfield Board of Education

1 Lincoln Avenue  
Haddonfield, New Jersey 08033

## Job Description

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**POSITION:** Child Study Team Secretary - #2

### **PRIMARY FUNCTION:**

- Filing
- Phones
- Up keep of files (general office files)
- Up keep in office (general office maintenance)
- Typing of all ISP's (Classified and Eligible students) estimate count of IEP's: 200
- Daily maintenance on PROJECT SPECIAL & PROFESSIONAL FILE DATABASES
- (This is a very important part of my job I must have all information updated daily in order to pull specific items out for list(s), report(s) and general tracking.
- All REQUEST FOR APPROVAL/WAIVER(S) for the County Office

### **DIRECTOR OF SPECIAL EDUCATION**

- Letters
- Memos
- Charts
- Block Scheduling Charts
- Forms
- Agenda's
- All State Reports: ASSA, December 1<sup>st</sup>; End of Yr Report, IDEA Application(s)
- Various Maintenance/Instructions on her Computer/Disk(s) when needed

### **LEARNING CONSULTANT(S)**

- Duties from all learning consultants:
- Editing all learning Assessments
- Letters



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- Memos
- Coping
- Various Maintenance/Instructions on their Computer/Disk(s) when needed

### **SPEECH/LANGUAGE THERAPIST(S)**

- Work from all speech/language therapist(s):
- Speech/Language Letters
- Maintenance of all files (files are located in CST office)
- Filing
- Speech/Language Reports (only Geraldine Smith) I type completely
- Editing all speech/language reports from other Sp/Lg Therapist

### **OCCUPATIONAL/PHYSICAL THERAPIST(S)**

- Printing/editing all Goals/Objectives
- Generating their roster(s) and mandate: s)

### **SOCIAL WORKER/PSYCHOLOGIST**

- General work for both

In general the secretary completes the following tasks on a daily basis:

- Filing and copying of all correspondences and hard copies of other documents such as schedules, memos, letters, charts forms, etc.
- Organization of student files, reference files, etc.
- Answering phones, taking and giving messages for all CST personnel
- Maintenance of computer database files including Project Special & other Professional File Databases.
- Typing of lengthy IEP documents (well over 300 per year), reports, memos, letters, schedules, forms, agendas,
- All paperwork required by the county office of Special Education such as exceptions, approvals for placements, etc.



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- Scheduling and typing schedules for all annual reviews for students including those Eligible for Speech/Language Therapy (over 250 meetings)

Additionally, Secretary #2 is responsible for the following:

- Report editing and preparation for all 3 learning consultants and the social worker
- Copying
- Maintenance of data disks for all CST members
- On the spot support when CST members need support in operating the computer
- Various other chores as needed by CST personnel

Regarding the Speech/language Therapists, Secretary 02 assists the 4 therapists with every aspect of their job. She completes the following:

- Updates database and provides hard copies to therapists
- Ensures that they complete tasks on time by monitoring their lists
- Typing their letters, reports and IEP's
- Maintaining their files
- Scheduling their annual reviews and preparing paperwork

Other therapists often need assistance with paperwork. This secretary:

- Types and edits all goals and objectives
- Maintains a database and provides rosters and lists of mandates

All CST and therapists rely heavily on the assistance of Secretary # 2. In addition to the tasks outlined above, she often assists the social worker, school psychologist and teachers with various tasks.

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

BOE Approved Date:

BOE Review Date: