



# Haddonfield Board of Education

1 Lincoln Avenue  
Haddonfield, New Jersey 08033

## Job Description

Page 1 of 2

**POSITION:** Child Study Team Secretary

- QUALIFICATIONS:**
1. Associate degree or high school diploma with at least 3 to 5 years secretarial experience, preferably in a school setting,
  2. Transcription skills to include stenography and Dictaphone.
  3. Word processing skills in addition to typing (at least 50 words per minute).
  4. Strong organizational and interpersonal skills preferred.

**PRIMARY FUNCTION:** The mission of the secretarial position in the Child Study Team Office is to provide strong clerical support skills to the individuals on the evaluating team and Director of Special Education. This position requires scheduling of activities and meetings for staff members, interacting with students, parents and professionals which often requires immediate attention. The position requires that the secretary be sensitive to others' needs and maintain confidentiality at all times.

**REPORTS TO:** Director of Special Education

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

1. **Scheduling:** The following outline represents the areas in which scheduling is required. This often requires coordinating the schedules of many individuals.

Meetings: Pre-evaluation

Pre-IEP

IEP

Staff meetings including department meetings, speech/language meetings

Coordinating meetings with the Superintendent's Office, and, at times, the State Department for the Director

Visitations: For team members at outside placements.

For outside consultants when observing children in the classroom

Appointments: Evaluation appointments with the individual team members. Doctor appointments for children, when required for their evaluation. Interviews for the director; i.e., teacher candidates, Child Study Team candidates

### **2. Typing:**



# Haddonfield Board of Education

1 Lincoln Avenue  
Haddonfield, New Jersey 08033

## Job Description

Page 2 of 2

Transcribe psychological evaluations for Psychologist,  
All letters confirming appointments and meetings, and requests for evaluations  
Type and maintain purchase orders, in addition:  
Obtain quotes and place orders for staff and team members of both general supplies  
and major purchases.

### **2. Phone:**

All general calls coming through the switchboard are answered by the secretary. As  
a result, any requests for records, etc. are then handled by the secretary.

### **3. Mail:**

The secretary processes the mail delivery from and to the Child Study Team Office.  
Incoming mail is directed to the proper person and requests received for records  
etc. are processed through her.

### **4. Vouchers for payment:**

Vouchers are received from outside placements for tuition services, etc. In addition  
outside consultants are paid via vouchers for their services. These vouchers are  
processed and maintained through the secretary.

### **6. General Office:**

The secretary assumes responsibility for purchases for the office, including  
maintenance supplies associated with the copier, fax machine, computers, etc. Petty  
cash is maintained by the secretary. Duties also include filing.

### **7. Commission for the Blind & Recordings for the Blind:**

The secretary works with both agencies. In the case of the Commission, evaluations  
are requested, meetings scheduled and visitations coordinated for representatives  
Recordings for the Blind provide books on tape for our visually impaired students.  
The secretary obtains these tapes and maintains records.

**TERMS OF EMPLOYMENT:** Twelve month position

**EVALUATION:** Annually by Director

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

BOE Approved Date:

BOE Review Date: