



Haddonfield Board of Education

1 Lincoln Avenue
Haddonfield, New Jersey 08033

Job Description

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POSITION: Counseling Office Secretary

QUALIFICATIONS:

- A. High School graduate.
- B. Be able to type 60 wpm.
- C. Have strong interpersonal skills and public relations.
- D. Be able to operate office equipment (Xerox, computer, microfilm machine, shredder, typewriter and word-processor.)

PRIMARY FUNCTION: To serve as the secretary for the coordinator and guidance counselors

REPORTS TO: Coordinator of Guidance

MAJOR DUTIES AND RESPONSIBILITIES:

- A. Prepare and mail transcripts for senior graduates, transfers, and past graduates.
- B. Serve as receptionist for the guidance office.
 - 1. Handle all guidance office phone calls.
 - 2. Schedule appointments for counselors, parents and students.
 - 3. Open and disseminate mail for the department.
- C. Type correspondence, memos, reports, recommendations, etc. for the guidance department.
- D. Maintain student records.
- E. Prepare mailings: College Night, Post Secondary College Guides, Scholarships, Guidance Newsletters, Post-Secondary Student Athlete College Guide, Report Cards, mid-term reports, seventh semester grade reports.
- F. Prepare for College Night (ongoing all year).



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- G. Maintain scholarship files, (applications, transcripts, etc.)
- H. Locate students for counselors, prepare progress and homework requests for counselors.
- I. Prepare reports: Follow-up on previous year's graduates, current graduating class, parent surveys, student surveys, test reports.
- J. Shred folders at the end of the year.
- K. Operate office machines.
- L. Maintain college catalogue, college video, college applications and form files.
- M. Assist other school secretaries when the need arises.
- N. Assist with district-wide and state testing programs.
- O. Assist with freshmen and new student orientation program preparation.
- P. Assist with parent night programs preparation.
- V. Critical Results: (list 2 - 3 makes or breaks)
 - A. Transcripts
 - B. Receptionist
 - C. Typing
 - D. College Night

TERMS OF EMPLOYMENT: Twelve month position. Salary and work year to be established by the Board of Education

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

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

BOE Approved Date:
BOE Review Date: