



Haddonfield Board of Education

1 Lincoln Avenue
Haddonfield, New Jersey 08033

Job Description

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POSITION: Secretary-Receptionist Administrative Offices

QUALIFICATIONS: High School Diploma
Five years previous secretarial experience
Demonstrate typing skills of at least 50 w.p.m.
Possess strong organizational skills
Ability to interact with people at all levels
Excellent telephone skills
Knowledge of office equipment

PRIMARY FUNCTION: To serve as receptionist/secretary in Administrative office greeting people and answering telephone requests. Performing secretarial duties as described below.

REPORTS TO: Superintendent

MAJOR DUTIES AND RESPONSIBILITIES:

- A. Answer and direct all telephone inquiries and greet individuals visiting the Administrative Office.
- B. Substitute Teachers:
 1. Schedule interviews for substitutes with Director of Curriculum and monitor procedures for providing substitute teachers to serve within, the district,
 2. Acquire all necessary paperwork in order to employ substitutes.
 3. Type letters of acceptance
 4. Make up personnel files, cards and giving the names to our substitute scheduler.
 5. Update substitute list on a monthly basis and supply schools and scheduler with a copy.
 6. For non-certified applicants: Submit all necessary paperwork to the County Superintendent for approval.



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- C. Coaches and Tutors:
 - 1. (Same procedures as above)
- D. New Hires - Criminal History Review:
 - 1. Obtain all necessary information and fingerprint materials to submit to County Superintendent for approval and clearance through State.
 - 2. Type emergent forms for new hires.
 - 3. Complete personnel files.
- E. Conference Reports:
 - 1. Submit forms for approval to the Superintendent
 - 2. Type approval, forms for distribution to teacher, book file and personnel file.
- F. Field Trip Reports:
 - 1. (Same procedure as Conference Reports)
- G. Secretarial Duties as Assigned
- H. Copy all materials from Superintendent's office:
 - 1. Agenda - copy and distribute agendas to all schools, newspapers, library, PTA presidents and the public. Copy all materials to Board which are distributed with the agenda. Copy and distribute Spotlight on the Agenda to all schools, Board and outside placement students.
- I. Inter-office and incoming mail distribution to each department.
- J. Filing - Update all personnel files and general files, moving files creating new ones, etc.
- K. Mail-outs:
 - 1. Copy and distribution of all bulk mailings to parents of all children in district and tuition students.
- L. Requests for Information by Public:



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1. Tuition information
2. Applications for employment
3. Requests for information from Real Estate agents.

M. Resumes:

1. All advertised positions receive a teacher application supplement form which is then returned to the Director of Curriculum and recorded in our computer program and forwarded to school principal.
2. All resumes are then filed for six months or sent to principals for review.
3. Update all resume files every few months to make room for new ones.
 - a. Overflow typing or special projects for Superintendent and/or Director of Curriculum..

N. Order office supplies for Administrative offices and take inventory of supply.

O. Attend United Way Campaign meeting and coordinate campaign within the entire school district.

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 Approved Date:

BOE Review Date: