



HADDONFIELD PUBLIC SCHOOLS
One Lincoln Avenue
Haddonfield, NJ 08033

Job Description

POSITION: **Administrative Assistant to the Superintendent**

QUALIFICATIONS:

- Minimum of high school diploma, college credits preferred.
- A minimum of five years previous administrative support experience
- Demonstrated proficiency with Microsoft Office Suite
- Possess strong organizational and time management skills and a keen sense of priorities
- Ability to interact with people at all levels
- Excellent written and verbal communication skills
- Ability to recognize sensitive material and maintain confidentiality

PRIMARY FUNCTION: To serve as confidential assistant to Superintendent.

REPORTS TO: Superintendent of Schools

MAJOR DUTIES AND RESPONSIBILITIES:

- Type Superintendent's correspondence, charts, performance evaluations of administrators and supervisors, non-represented employment information, budget information, State and District reports, etc.
- Coordinate use of facilities in collaboration with athletics, schools and the community.
- Attend BOE public meeting and type minutes during the meeting.
- Serve as a liaison between the school district and borough officials as needed.
- Collaborate with the Superintendent, Assistant Superintendent and Business Administrator/Board Secretary to develop BOE agendas.
- NJSmart SMID data entry for new employees and any employee who changes status.
- Maintain the "Resume" folder and sort resumes as they are submitted.
- Serve as a communications liaison between the Superintendent and members of the BOE.
- Collect and organize items and materials to prepare draft of Board of Education agenda
- Schedule meetings between Superintendent, Board Secretary, and Assistant Superintendent for their review of draft of Board of Education agenda.
- After Superintendent's approval, finalize draft of agenda, electronically post agenda and back-up material, and have available for Board members' review.
- Prepare and distribute Board of Education Committee agendas when needed.
- Maintain Superintendent's calendar of all appointments, meetings, interviews, etc.
- Receive and screen Superintendent's incoming telephone calls.



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- Draft press releases, newsletters, power point presentations and develop excel files as needed by the Superintendent.
- Receive and read Superintendent’s mail, organize and prioritize for superintendent, and distribute to appropriate staff; send and receive electronic mail; and send and receive FAX correspondence.
- Maintain administrators’ and supervisors’ personnel files.
- Organize and type school calendar for each new school year.
- Collect enrollment information from the school secretaries or Genesis and prepare an updated list of all enrolled students.
- Type purchase orders for Superintendent and Assistant Superintendent.
- Coordinate special projects and perform other duties as required by the Superintendent.
- Coordinate and assist with district mailings.
- Supervise day-to-day operation and workflow in office.

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 job will be evaluated in accordance with provisions of Board policy.

BENEFITS:

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

Created: March 2014
BOE Approved Date:
BOE Review Date: