



Haddonfield Board of Education

1 Lincoln Avenue
Haddonfield, New Jersey 08033

Job Description

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POSITION: Principal's Secretary

QUALIFICATIONS:

1. High School diploma.
2. Minimum of three years office experience, preferably more.
3. Proficiency using Microsoft Office Software and ability to utilize general office equipment. Should be knowledgeable with copy machines, phone systems, calculators, fax machines and have excellent proficiency with e-mail and the internet.
4. Self-starter, excellent organizational skills, detail oriented, ability to work under pressure and meet deadlines.

PRIMARY FUNCTION: The primary function of the principal's school secretary is to serve as the confidential secretary to the principal and other designated supervisory staff. The secondary function is to serve as a Quasi-manager of the office particularly in the absence of the principal.

REPORTS TO: School Principal.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Type all correspondence for principal, assistant principal (if building has one), and if directed by the principal, type correspondence for some teachers and PTA personnel.
2. Type evaluations, PIP's, APR's, Interim Evaluations, and Anecdotes for principal and some supervisors, quarterly reports and budget reports for the principal.
3. Provide support service for teachers, students and parents.
4. Maintain teacher and support staff absences. Send reports to Business office and Superintendent's office monthly.
5. Graciously receives all visitors.



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6. Answer phones; directing or resolving any problems and messages.
7. Maintain Principal's appointment book and calendar.
8. Maintain continuity in office; keep office equipment in working condition throughout the building.
9. As appropriate takes daily lunch count for the building.
10. As appropriate, coordinate and type graduation program and attend commencement to ensure all is in order.
11. As appropriate, coordinate & type Varsity Sports Dinner program, National Honor Society program, and Foreign Language program.
12. Take and record attendance on a daily basis; keep school registers.
13. As appropriate, enters attendance on all report cards.
14. Order office and teacher supplies. Check in all office and teachers' supplies and distribute.
15. Type all purchase orders, process and forward for payment when completed.
16. Maintain petty cash account and records.
17. Keep record of fire drills and send bi-monthly report to main office.
18. Fill in for nurse as needed.
19. Maintain and/or coordinates student permanent records: register students, insure all proper paperwork is completed, create a permanent file, send for records) forward student records of transferred students.
20. Distribute all incoming mail.
21. Type and maintain record of work orders,
22. Keep record of class trips, arrange for bus drivers when necessary.
23. Prepare for opening and closing of school, keep checklist on all teachers of the end of the year responsibilities.
24. Assist with of the end of the year awards.



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25. Maintain all office files.
26. Direct and assist substitutes as needed,
27. Prepares Teacher Handbook and Parent Handbook.
28. Various other duties as assigned by the principal.

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

EVALUATION: Performance of this job will be evaluated once a year according to Board policy.

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

BOE Approved Date:
BOE Review Date: