

PEMBERTON TOWNSHIP HIGH SCHOOL

Job Description -- Classified

POSITION: Secretary-Part Time – Supervisor of Athletics

DEPARTMENT:

QUALIFICATIONS:

1. High School diploma/equivalent.
2. Possesses excellent keyboarding skills.
3. Superior knowledge of all office procedures and the operation of all office equipment and machines.
4. Work a flexible schedule
5. Prior secretarial experience preferred.
6. Knowledge of Microsoft Suite and Google Suite.

REPORTS TO: Supervisor of Athletics

OVERALL RESPONSIBILITY::

To facilitate, in a confidential manner, the efficient and effective operation of the administrative office as directed by the Supervisor of Athletics.

ESSENTIAL AREAS OF RESPONSIBILITY:

1. Organizes and manages the usual office routines and functions.
2. Provides general secretarial support to the Supervisor of Athletics and staff as assigned.
3. Assists in compiling information for preparing various reports as assigned.
4. Receives visitors.
5. Processes supply orders/requisitions
6. Maintains files as directed.
7. Schedules meetings, conferences and interviews as directed.
8. Distributes mail.
9. Confirms scheduled games and game officials.
10. Assists in the coordination of transportation, organization and management of athletic events.
11. Maintains the calendar of all athletic events.
12. Assists in scheduling of facility usage in School Dudes.
13. Coordinates, orders and distributes seasonal athletic awards.
14. Performs all responsibilities in a professional, courteous and cooperative manner while maintaining strict confidentiality of school, school district and Board of Education information and records.

Secretary-**Part time** – Supervisor of Athletics

15. Performs other duties as assigned by the Supervisor of Athletics, which shall fall within the scope of his/her employment.

TERMS OF EMPLOYMENT:

Secretary 4 - 12

12 Month Contract

Salary and benefits as per negotiated agreement between the Pemberton Township Board of Education and the Pemberton Township Education Association.

The information contained in this job description is a Board of Education guideline and may be changed at any time by the Pemberton Township Schools as needs necessitate. Further, this job description does not constitute a written employment contract.

EVALUATION:

Job performance will be evaluated in accordance with the Board's policies and procedures.

Adopted by: Pemberton Township Board of Education

DATE: September 28, 2023