

PUBLIC SCHOOLS OF EDISON TOWNSHIP  
Office of Human Resources

**JOB DESCRIPTION**

**I. TITLE**

Administrative Secretary - Staff Development

**II. PRIMARY FUNCTION**

To carry out all secretarial and clerical duties necessary for the smooth and efficient operation of the Staff Development office

**III. REPORTS TO**

Assistant Superintendent of Curriculum and Instruction or designee

**IV. QUALIFICATIONS**

- High School diploma
- Highly proficient in use of computer and programs
- Ability to communicate with general public, parents, staff and student
- Telephone Skills
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify.

**V. MAJOR DUTIES AND RESPONSIBILITIES**

- Handle all telephone calls, e-mail and written correspondence regarding the staff development program
- Create schedules, brochures and handouts for staff development programs and workshops
- Prepare and submit budget materials and purchase orders pertaining to the staff development program
- Maintain record of registration forms for CEU's, prepare and send confirmation and rejection letters
- Maintain class rosters and records of attendance
- Work with staff to develop online registration system for PDI courses
- Work with staff to develop, update and maintain staff development web page
- Handle arrangements for on-site and off-site workshops and meetings
- Perform such other duties as may be assigned by the Superintendent and/or designee

**VI. TERMS OF EMPLOYMENT**

Twelve-month position – In accordance with the provisions of the BOE/ETEA salary guide

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Job Description/Section VII SECRETARIAL Administrative Secretary – Staff Development

APPROVED: November 22, 2010