

## **JOB DESCRIPTION**

### **SECRETARY/PROFESSIONAL DEVELOPMENT**

**Responsibility:** The secretary for the NJASA Professional Development Department shall carry out the plans and activities as set forth by the Professional Development and Business Development Directors, specifically in the areas of continuing education and preparation of materials for seminars, conventions and conferences.

**Reports To:** Director of Business Development and Director of Professional Development.

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#### **I. Qualifications**

- A. Proficient word processing and computer skills.
- B. Proficiency in language skills; especially spelling, grammar and Punctuation.
- C. Familiarity with general office procedures, including various filing techniques.
- D. Familiarity with (or ability to learn quickly) the use of all types of office equipment, including computers, FAX machines, calculators, copiers, mailing equipment, switchboard, etc.
- E. Highly developed organizational skills.
- F. Initiative in completing work in a timely and accurate manner in the absence of direction and under pressure of deadlines.
- G. Ability to interact effectively with professional staff, support staff And members.

## **II. Continuing Education Program**

### **A. Seminars**

1. Prepare for mailing, program announcements and agendas for seminars.
2. Prepare seminar materials:
  - a. confirmation letters to speakers
  - b. badges.
  - c. folders for participants, including participant list, evaluation form, agenda.
  - d. handout materials, where applicable.
3. Seminar completion:
  - a. Type thank-you letters for speakers.
  - b. Generate certificates as needed.

## **III. Conventions and Conferences**

### **A. NJASA/NJSBA Annual Spring Conference**

1. Type Spring Conference preliminary brochure and/or related information for mailing to entire membership.
2. Send out Session Proposal information to general membership.
3. Prepare Proposals for committee review.
4. Send rejection letters to "losers".
5. Send confirmation letters to "winners" (include date, time, AV form and Speaker Registration form).
6. Prepare AV needs grid (goes to Mary).
7. Send out dinner invitations to past and present officers/track responses.
8. Coordinate with Libby, retirees to be invited to Annual Banquet.
9. Prepare retiree certificates.
10. Send Banquet invitations to other Association Presidents and Executive Directors.

11. Send out special registrations to State Board members (send to Lori Pinto at New Jersey Department of Education).
12. Coordinate special registration responses with Business Office and Business Development Director.
13. Type up selected breakout session descriptors.
14. Assist in general preparation for conferences.
15. Send out Spring Conference thank you letters and certificates.

**B. NJSBA/NJASA/NJASBO Fall Workshop**

1. Process all necessary information as directed by the Business Development Director.
2. Handle all correspondence and calls regarding music program.
3. Send invitations to perform to music educators; process returned applications; arrange music media for adjudication.
4. Type letters to music program "winners" and "losers".
5. Send thank you letters to those who performed.
6. Type up Women's Leadership meeting announcement and registration form for mailing to membership.
7. Coordinate Past Presidents/Officers dinner.

**C. TECHSPO**

1. Type up selected breakout session descriptors.
2. Prepare Session Proposal notice for mailing to membership.
3. Prepare returned Proposal notices for Technology Committee review.
4. Prepare and mail "winner"/"loser" letters.
5. Prepare and mail speaker confirmation letters (include date, time, AV form and Speaker Registration form.)
6. Prepare AV needs grid.
7. Distribute grid to Mary.
8. Send out speaker thank you letters.
9. Prepare 100-hour certificates at attendees' request.

#### **D. New Superintendents' Academy**

1. Obtain list of New Superintendents (from Libby and/or New Jersey Department of Education).
2. Prepare New Superintendent Academy brochure for mailing to current and last year new superintendents.
3. Obtain badges and participant list from Business Office.
4. Prepare program materials for distribution (include agenda, evaluation form, participant list, handouts, Superintendent Briefing books, etc).

#### **IV. Committees:** Curriculum and Instruction; Professional Development/Seminar; Small Schools; Spring Conference; Special Education Ad Hoc.

A. Maintain Committee member list.

B. Make preparations for all committee meetings.

1. Prepare and email out meeting notices.
2. Coordinate food arrangements with Office Manager.
3. Prepare agenda and other necessary materials for meeting.
4. Meeting setup/cleanup.
5. Prepare Committee meeting notes to be posted on the NJASA web site.

#### **V. Miscellaneous (Professional Development)**

##### **A. Anti-Defamation League (ADL)**

1. Prepare mailing to membership.
2. Collect applications and submit for review.
3. Prepare and mail "winner"/"loser" letters.

##### **B. Distinguished Service Award**

1. Prepare mailing to membership.

**C. Superintendent Briefing Book/Professional Development Toolkit**

1. Prepare mailing to membership.
2. Process order forms.
3. Coordinate with ERS (Educational Research Service) to fill orders.

**VI. Miscellaneous (Office)**

- A. Properly answer and distribute all incoming incoming mail.
- B. Open and distribute mail properly.
- C. Be familiar with the various departments with office and their functions.
- D. Provide back-up to other departments with work overloads.
- E. Be familiar with names of officers, executive committee members and key state department people.
- F. Populate website calendar and maintain throughout the year.
- G. Post seminar/workshop information as it becomes available.

**Perform any other duties** above and beyond those set forth herein, as assigned by the Executive Director, the Business Development Director and the Director of Professional Development.