



## NEW JERSEY ASSOCIATION OF SCHOOL ADMINISTRATORS JOB DESCRIPTION

TITLE: Secretary – Business and Professional Development

### QUALIFICATIONS:

- Proficient word processing, database management and computer skills.
- Proficiency in language skills; especially spelling, grammar and punctuation.
- Familiarity with general office procedures and the ability to learn quickly the use of all types of office equipment, including computers, fax machines, telephone systems, postage machines, copiers and sorting machines.
- Highly developed organizational skills.
- Initiative in completing work in a timely and accurate manner in the absence of direction and under pressure of deadlines.
- Ability to interact effectively with professional staff, support staff and membership.

REPORTS TO: Director of Business Development / Director of Professional Development

### PERFORMANCE RESPONSIBILITIES:

#### **Seminars**

1. Prepare for mailing, program announcements and agendas for seminars.
2. Prepare seminar materials:
  - a. Confirmation email of registration to registrants.
  - 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.

## **Conventions and Conferences**

### **1. NJASA/NJAPSA Annual Spring Leadership Conference**

- a. Send out Session Proposal information to general membership.
- b. Prepare Proposals for committee review.
- c. Send rejection letters to those applicants not selected to present.
- d. Send confirmation letters to those applicants selected to present (include date, time, AV form and Speaker Registration form).
- e. Prepare AV needs grid.
- f. Send out dinner invitations to past and present officers/track responses.
- g. Coordinate with Libby, retirees to be invited. Send out invitation letter/confirmation of attendance form to retirees.
- h. Prepare retiree certificates.
- i. Send invitations to other Association Presidents, Executive Directors, State Board members as directed by Executive Director.
- j. Send out confirmation letter/confirmation of attendance form to selected award recipients of ADL and Special Education Awards.
- k. Coordinate special registration responses with Business Office and Business Development Director.
- l. Type up selected breakout session descriptors.
- m. Assist in general preparation for conferences.
- n. Send thank you letters and certificates.

### **2. NJSBA/NJASA/NJASBO Fall Workshop**

- a. Process all necessary information as directed by the Director of Business Development.
- b. Prepare mailings as needed for NJASA sessions during this conference, manage registration lists and sign in sheets.
- c. Coordinate Past Presidents/Officers dinner.

### **3. TECHSPO**

- a. Type up selected breakout session descriptors.
- b. Prepare Session Proposal notice for mailing to membership.
- c. Prepare returned Proposal notices for Technology Committee review.
- d. Prepare and mail letters to selected and rejected applicants.
- e. Prepare and mail speaker confirmation letters (include date, time, AV form and Speaker Registration form.)
- f. Prepare AV needs grid.
- g. Send out dinner invitations to past and present officers/track responses.

- h. Send out speaker thank you letters.
- i. Prepare 100-hour certificates at attendees' request.

#### **4. New Superintendents' Academy**

- a. Obtain list of New Superintendents (from NJASA Membership department and/or New Jersey Department of Education).
- b. Create badges and participant list from Business Office database.
- c. Prepare program materials for distribution (include agenda, evaluation form, participant list, handouts, etc).

#### **5. Residency Program: Mentor Training/Mentor Recertification Programs**

1. Prepare for mailing, program announcements.
2. Prepare meeting materials:
  - a. Agenda
  - b. Badges.
  - c. Folders for participants, including participant list, evaluation form, agenda.
  - d. Handout materials.
3. Program completion:
  - a. Generate certificates.
  - b. Follow up and forwarding of appropriate paperwork to NJDOE

#### **6. Committees:**

Curriculum and Instruction; Professional Development/Seminar; Small Schools/Shared Services/Choice School Districts; Spring Leadership Conference; Special Education; Technology; and Women's Leadership.

- A. Maintain Committee member list.
- B. Make preparations for all Committee meetings.
  - a. Prepare and email meeting notices.
  - b. Coordinate food arrangements with Office Manager's Secretary.
  - c. Prepare agenda and other necessary materials for meeting.
  - d. Meeting setup/cleanup and AV set-up if necessary.
  - e. Post Committee meeting notes on the NJASA web site.

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

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

- a. Prepare mailing to membership.
- b. Collect applications and submit for review.
- c. Prepare and mail letters to selected and rejected applicants.

**B. Distinguished Service Award**

- a. Prepare mailing to membership.

**C. Special Education Administrators Award**

- a. Prepare mailing to membership.
- b. Collect applications and submit for review.
- c. Prepare and mail letters to selected and rejected applicants.

**8. Miscellaneous (Office)**

- A. Properly answer and distribute all incoming mail.
- B. Be familiar with the various departments and their functions.
- C. Provide back-up to other departments with work overloads.
- D. Be familiar with names of officers, executive committee members and key state department people.
- E. Populate website calendar and maintain throughout the year.
- F. 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 Director of Business Development and the Director of Professional Development.