



HOLMDEL TOWNSHIP PUBLIC SCHOOLS

JOB DESCRIPTION:

EXECUTIVE SECRETARY TO THE SUPERINTENDENT OF SCHOOLS

QUALIFICATIONS:

1. High School diploma required.
2. Post-high school professional training required.
3. Minimum five years of experience as a secretary or in a similar position.
4. Strong organizational, analytical, communications and human relations skills.
5. Strong dictation and transcription skills.
6. Proficiency in the use of computer system and word processing software.
7. Able to maintain confidentiality as required and appropriate.
8. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools

JOB GOAL: To serve as the Superintendent's confidential secretary and ensure the smooth and efficient operation of the Superintendent's Office so that the Superintendent may devote maximum attention to the educational administration of the school district.

PERFORMANCE RESPONSIBILITIES:

1. **Work Performance**
 - a. Performs all secretarial and confidential work as assigned by the Superintendent.
 - b. Coordinates the efficient workflow of the school system relative to the responsibilities of the Superintendent.
 - c. Maintains a filing system both for "hard copy" and for computer filing and readily retrieves documents and information from these files.

- d. Maintains an administrative job calendar/tickler file and utilizes its contents to keep the Superintendent informed.
- e. Maintains a schedule of appointments for the Superintendent; makes arrangements for conferences, meetings and interviews, and follows up on arrangements to ensure greatest efficiency.
- f. Assists the Superintendent in preparing reports required by law, administrative code and board policy.
- g. Takes and transcribes dictation of various types, including correspondence, reports, notices and recommendations.
- h. Takes dictation and transcribes notes for the monthly District Instructional Council (DIC) meetings; disseminate minutes in a timely manner.
- i. Provides input in the ordering of supplies; prepares purchase orders as required.
- j. Prepares motions for the agenda of the board meetings, compiles/organizes back-up materials for the Superintendent, and follows-up actions of the board.
- k. Makes arrangements and prepares materials for board committees/activities led by the Superintendent.
- l. Assists with district mailings including, but not limited to weekly mailings to the Board.
- m. Processes all mail/correspondence for the Superintendent, maintaining appropriate records and filing mail/correspondence as needed.
- n. Maintains automated and hard copy records of personnel evaluations and keeps the Superintendent informed of their status.
- o. Places and receives telephone calls, records messages for the Superintendent and follows up on telephone requests in accordance with the procedures established by the Superintendent.
- p. Duplicates and packages materials accurately and disseminates them promptly as directed.
- q. Orders forms/stationery for Superintendent's Office/Central Office/District.
- r. Maintains lists of Superintendent's publications and memberships and renews as appropriate.
- s. Prepares and disseminates announcements/materials for Welcome Back Day; makes arrangements for facility and refreshments.

- t. Prepares various reports such as: bi-monthly student enrollment reports; monthly class enrollment, emergency evacuation drills

and discipline reports; monthly ARA report/Milk Report and end-of-year register summary (report).

- u. Types mid-year and end-of-year administrative evaluations.
- v. Types and disseminates job descriptions and board policy in accordance with district procedures; maintains district policy manuals.

2. Work Traits

- a. Maintains confidentiality as required and appropriate.
- b. Demonstrates an openness to discuss suggestions.
- c. Demonstrates initiative, independence and decision making appropriate to the performance tasks of this position.
- d. Makes efficient use of time and resources available.
- e. Provides well-organized, accurate work.
- f. Demonstrates ability to prioritize tasks and to change priorities, as appropriate, to meet the needs of the job.

3. Professional Development

Participates in staff development opportunities in accordance with district guidelines and resources to enhance job-related skills and knowledge.

4. School/Community Relations

- a. Demonstrates a willingness to assist and work cooperatively with colleagues.
- b. Displays tact and courtesy when dealing with students, staff, residents and others in person and by telephone in the performance of this position.

5. Other

Performs such other tasks and assumes such other responsibilities as assigned by the Superintendent.

TERMS OF EMPLOYMENT: Confidential position. Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Non-Certificated Personnel.

SOURCE: Regular Public Board Meeting

DATE: September 8, 1994

REVISED: September 13, 1995

REVISED: August 19, 1998