



HOLMDEL TOWNSHIP PUBLIC SCHOOLS JOB DESCRIPTION: PRIME TIME PROGRAM SECRETARY

QUALIFICATIONS:

1. High school diploma required.
2. Post-high school professional training preferred.
3. Prior office experience required.
4. Proficiency in oral and written communication and interpersonal skills.
5. Clerical aptitude; competence in use of computer and knowledge of office-related software programs.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Prime Time Program Director and/or Coordinator

JOB GOAL: To ensure the smooth and efficient operation of the Prime Time (Latchkey) Program so that the students of the Holmdel Township School District can have an opportunity for a quality academic experience beyond the regular school day.

PERFORMANCE RESPONSIBILITIES:

1. Work Performance:

- a. Performs a variety of administrative assistance and work as assigned by the Prime Time Program Director and/or Coordinator.
- b. Processes all mail/correspondence maintaining appropriate records and filing mail/correspondence, as well as readily retrieve materials from the files as needed.
- c. Maintains the schedule of appointments for the Prime Time Program Director and/or Coordinator and makes arrangements for meetings, interviews, and other activities.
- d. Types, duplicates and distributes curriculum documents, meeting minutes, agendas, and other documents.
- e. Operates all business machines necessary to complete reports and clerical work required in the operation of the office.

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. Other Assigned Duties

- a. Performs such other tasks and assumes such other responsibilities as the Prime Time Program Coordinator may assign.

TERMS OF EMPLOYMENT: Salary to be established by the Holmdel Township Board of Education.

EVALUATION: Performance of this job will be informally evaluated in writing.

SOURCE: Regular Board Meeting

DATE: July 29, 2009