



HOLMDEL TOWNSHIP PUBLIC SCHOOLS JOB DESCRIPTION: SECRETARY TO ASSISTANT PRINCIPAL

QUALIFICATIONS:

1. High school diploma required.
2. Post-high school professional training preferred.
3. Prior office experience preferred.
4. Proficiency in oral and written communication and interpersonal skills.
5. Proficiency in conventional typing as well as word processing.
6. Clerical aptitude; dictation and transcription experience; competence in use of computer and knowledge of office-related software programs.
7. Able to maintain confidentiality as required and as 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: Assistant Principal

JOB GOAL: To contribute to the efficient operation of the school office so that the office's maximum positive impact on the education of children can be realized.

PERFORMANCE RESPONSIBILITIES:

1. **Work Performance**
 - a. Takes and transcribes dictation of various types including reports, letters, observation and evaluation reports, correspondence, confidential memos, and other documents.

- b. Maintains the schedule of appointments for the assistant principal and makes arrangements for meetings, conferences, and other activities.
- c. Types evaluations, memos, newsletters, bulletins and other documents as required by the assistant principal.
- d. Assists with substitute assignments and related activities.
- e. Maintains student conduct records and attendance information/files as well as other data utilizing the designated computer system.
- f. Prepares and processes mailings to parents (i.e., student attendance status, student placement, announcements of events).
- g. Maintains attendance records of students assigned to homebound instruction.
- h. Carries out office routines and practices such as sorting mail, operating the copy machine, serving as telephone receptionist and others.
- i. Prepares, processes and maintains oversight of purchase orders.
- j. Maintains an appropriate filing system and readily retrieves documents through the use of this system.

2. Work Traits

- a. Maintains confidentiality as required and appropriate.
- b. Follows all guidelines as stated in the contractual agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.
- c. Demonstrates an openness to discuss suggestions.
- d. Demonstrates initiative, independence and decision making appropriate to the performance tasks of this position.
- e. Makes efficient use of time and resources available.
- f. Provides well-organized, accurate work.

- g. 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 various other office duties as assigned by the principal or assistant principal which may include, but not be limited to: coordinating the work assignments of the lunchroom/playground aides.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Holmdel Township Board of Education in accordance with the contractual agreement with the Holmdel Township Education Association.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Non-Certificated Personnel and the contractual agreement with the Holmdel Township Education Association.

SOURCE: Regular Board Meeting

DATE: June 22, 1994

REVISED: September 13, 1995