



HOLMDEL TOWNSHIP PUBLIC SCHOOLS JOB DESCRIPTION: SECRETARY

QUALIFICATIONS:

1. High school diploma required.
2. Post-high school professional training preferred.
3. Prior office experience preferred.
4. Demonstrated proficiency in oral and written communication and interpersonal skills.
5. Clerical aptitude, proficient keyboarding skills for conventional typing and word processing, and knowledge of information technology.
6. Able to maintain confidentiality as required and as appropriate.
5. Successfully completes required criminal history proof of U.S. citizenship or legal resident status.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal or Designee

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:

Work Performance

- a. Performs routines and practices associated with the office which may include, but not be limited to sorting mail, operating copy machines, serving as receptionist, and typing/word processing correspondence, observation reports and other documents.
- b. Prepares, duplicates and disseminates a variety of documents as requested.
- c. Answers telephones, records messages, and directs calls as needed.
- d. Files correspondence, observations, evaluation reports and other materials as directed and readily retrieves documents from the file as requested.

- e. Prepares and processes purchase orders then facilitates the acceptance and distribution of materials from the orders.
- f. Maintains appropriate inventories.
- g. Handles scheduling of various events and activities as requested.

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 such other tasks and assumes such other responsibilities as the Principal or designee which may include, but not be limited to, scheduling and confirming bus transportation for various trips and events of the school or particular departmental area(s), curriculum typing and managing books and materials.

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

REVISED: April 9, 2003