



**HOLMDEL TOWNSHIP PUBLIC SCHOOLS
JOB DESCRIPTION:
SUMMER ACADEMIC ENRICHMENT
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 including Microsoft Office Suite.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Summer Academic Enrichment Program Director

JOB GOAL: To ensure the smooth and efficient operation of the Summer Academic Enrichment Program so that the students of the Holmdel Township School District can have an opportunity for a quality academic experience.

PERFORMANCE RESPONSIBILITIES:

1. Work Performance:
 - a. Performs a variety of administrative assistance and work as assigned by the SAEP Director.
 - 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 SAEP Director and makes arrangements for meetings, interviews, and other activities.
 - d. Types, duplicates and distributes curriculum documents, meeting minutes, agendas, and other documents.
 - e. Assists the SAEP Director in maintaining an accurate accounting system for the curriculum and instruction budget and account of monies spent for the SAEP.
 - f. Prepares and processes purchase requisitions/purchase orders online using Systems 3000 for curriculum-related materials; distributes materials to appropriate personnel when orders are received.
 - g. 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. Displays an openness to discuss suggestions.
- c. Exhibits 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 SAEP Director may assign.

TERMS OF EMPLOYMENT: 6 week summer session. 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: April 1, 2009