



**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