



HOLMDEL TOWNSHIP PUBLIC SCHOOLS

JOB DESCRIPTION:

SECRETARY - DIRECTOR OF CURRICULUM AND INSTRUCTION

QUALIFICATIONS:

1. High school diploma required.
2. Post-high school professional training required.
3. Prior office experience required.
4. Proficiency in oral and written communication and interpersonal skills.
5. Clerical aptitude; dictation and transcription experience; competence in use of computer and knowledge of office-related software programs.
6. Able to maintain confidentiality as required and appropriate.
7. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Curriculum and Instruction

JOB GOAL: To ensure the smooth and efficient operation of the Curriculum and Instruction 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, correspondence, observation and evaluation reports, newsletters, and other documents.
 - b. Maintains the schedule of appointments for the Curriculum Director and makes arrangements for meetings, conferences, interviews, and other activities.

- c. Types, duplicates and distributes curriculum documents, meeting minutes, agendas, communications for the Superintendent to use as motions and back-up information for textbook adoptions, curriculum approvals and appointment of student teachers, as well as correspondence, reports, and other materials for appropriate audiences.
- d. Prepares and duplicates presentation material and other documents for the Director.
- e. Maintains a well-organized, up-to-date filing system for both computer and "hard copy" and readily retrieves materials from the files.
- f. Assists Director in organization and preparation of staff development days, courses, workshops and other activities and maintains a record of staff participation in the district's Staff Development Program.
- g. Prepares materials for and maintains accurate accounting system for the curriculum and instruction yearly budget and account of monies spent for staff development.
- h. Prepares and processes purchase orders for curriculum-related materials; distributes materials to appropriate personnel when orders are received.
- i. Types grant proposals, maintains accurate accounting of all grant monies utilized and prepares reports as required in grant guidelines.
- j. Designs various forms on computer disks and distributes for Curriculum Office to administrators/supervisors/district when consistency of projects is required (e.g., PIPs, Five-Year Plans, curriculum guides).
- k. Maintains database for field trips and provides print-outs for Director as requested.
- l. Coordinates New Faculty Orientation; updates booklet/handouts; provides district informational packet; and organizes multi-day program.
- m. Prepares paperwork for Student Teacher Program; acts as liaison between colleges and appropriate administrators by arranging interviews; provides motions for Board agenda with follow up as needed; and maintains database.
- n. Types annual reports; maintains matrices for district testing program; orders all CTP III testing materials for district and distributes to schools; duplicates and distributes practice test packets for teachers and students as needed; and compiles answer sheets and other material to send to company for scoring.
- o. 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. 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 Director of Curriculum and Instruction may assign.

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: August 19, 1998

