



**HOLMDEL TOWNSHIP PUBLIC SCHOOLS  
JOB DESCRIPTION:  
CONFIDENTIAL SECRETARY TO THE  
ASSISTANT SUPERINTENDENT FOR  
ADMINISTRATIVE AND PUPIL SERVICES  
FOR CHILD STUDY TEAM ACTIVITIES**

**QUALIFICATIONS:**

1. High School diploma required.
2. Post-high school professional training required.
3. Minimum of five years' experience as a secretary or in a similar position.
4. Demonstrated proficiency and professionalism in oral and written communication, organizational and interpersonal skills.
5. Secretarial aptitude; dictation and transcription experience; competence in the use of a computer and knowledge of office-related software programs (GroupWise, Microsoft Word, PowerPoint, Excel, and Special Education Administrative Management software).
6. Shall maintain strict confidentiality at all times.
7. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

**REPORTS TO:** Assistant Superintendent for Administrative and Pupil Services

**JOB GOAL:** To ensure the smooth and efficient operation of pupil services so that the Office of Administrative and Pupil Services' maximum impact on special needs students can be realized.

**PERFORMANCE RESPONSIBILITIES**

**1. Work Performance**

- a. Coordinates efforts with consultants, private schools and out-of-district placements including, but not limited to, preparing applications, arranging transportation, preparing purchase orders for tuition supplies, materials and equipment.

- b. Correlates all child study team reports and documentation before and after child study team meetings and distributes them to appropriate individuals for program implementation and filing, in accordance with state and federal regulations and district policy.
- c. Maintains child study team schedules and coordinates meetings for comprehensive evaluation plan conferences, eligibility conferences, and IEP annual reviews, and other child study team meetings as required within the timelines as specified in N.J.A.C. 6A: 14. This includes assuring the required distribution of the following:
  - i. Parental notice
  - ii. Staff notice
  - iii. Parental Rights in Special Education
  - iv. N.J.A.C. 6A: 14
- d. Maintains an appropriate active and archival student filing system for both confidential student records and non-confidential documents and records and readily retrieves items through the use of this system.
- e. Shall be familiar with and adhere to the Family Education Rights and Privacy Act (F.E.R.P.A.) and New Jersey Administrative Code regarding the maintenance, distribution and destruction of student records.
- f. Performs office routines and practices, such as processing mail, operating the office equipment (scanner, fax, etc.), responding to and routing telephone calls routine e-mail, and other messages.
- g. Maintains an on-going inventory of all tests and equipment used by the Office of Administrative and Pupil Services Department.

## **2. Work Characteristics**

- a. Maintains confidentiality as required and appropriate.
- b. Demonstrates an openness to discuss suggestions for office operations and performance improvement.
- c. Demonstrates initiative, independence and decision-making appropriate to the performance tasks of this position.

- d. Makes efficient use of time and available material, equipment and personnel resources.
- e. Provides well-organized, accurate work (syntax, spelling, grammar and punctuation).
- f. 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 and e-mail in the performance of this position.

### **5. Other Responsibilities**

Performs such other tasks and assumes such other responsibilities as the Assistant Superintendent for Administrative and Pupil Services may assign or require.

**TERMS OF EMPLOYMENT:** Confidential position; Salary and work year to be established by the Board of Education.

**EVALUATION:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education's policy on confidential secretaries.

**SOURCE:** Regular Board Meeting

**DATE:** November 8, 2000