



# **HOLMDEL TOWNSHIP PUBLIC SCHOOLS**

## **JOB DESCRIPTION:**

### **EXECUTIVE SECRETARY**

### **TO THE ASSISTANT SUPERINTENDENT,**

### **CURRICULUM AND INSTRUCTION**

#### **QUALIFICATIONS:**

1. High school diploma required.
2. Post-high school professional training required.
3. Minimum five years of experience as a secretary or in a similar position.
4. Proficiency in oral and written communication and interpersonal skills.
5. Proficiency in the use of computer system and word processing software such as Outlook, PowerSchool, Microsoft Office, System 3000.
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:** Assistant Superintendent, Curriculum and Instruction

**JOB GOAL:** To ensure the smooth and efficient operation of the Assistant Superintendent, 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. Performs all secretarial and confidential work as assigned by the Assistant Superintendent, Curriculum and Instruction.
- b. Coordinates the efficient workflow of the school system relative to the responsibilities of the Assistant Superintendent, Curriculum and Instruction.
- c. Maintains an administrative job calendar/tickler file and utilizes its contents to keep the Assistant Superintendent, Curriculum and Instruction informed.

- d. Maintains a schedule of appointments for the Assistant Superintendent, Curriculum and Instruction; makes arrangements for conferences, meetings and interviews, and follows up on arrangements to ensure greatest efficiency.
- e. Assists the Assistant Superintendent, Curriculum and Instruction in preparing reports required by law, administrative code and board policy.
- f. Prepares and processes purchase orders for Curriculum – related material (District Professional Development, PLC groups, Gifted and Talented). Process all NCLB orders for both public school and non public schools.
- g. Prepares motions for the agenda of the board meetings and complies/organizes related back-up materials for the Superintendent, makes arrangements and prepares materials for board committees/activities led by the Assistant Superintendent.
- h. Makes arrangements and prepares materials for board committees/activities led by the Assistant Superintendent, Curriculum and Instruction.
- i. Processes all mail/correspondence for the Assistant Superintendent, Curriculum and Instruction, maintaining appropriate records and filing mail/correspondence as needed.
- j. Places and receives telephone calls, records messages for the Assistant Superintendent, Curriculum and Instruction and follows up on telephone requests in accordance with the procedures established by the Assistant Superintendent, Curriculum and Instruction.
- k. Duplicates and packages materials accurately and disseminates them promptly as directed.
- l. Maintains lists of Assistant Superintendent's publications and memberships and renews as appropriate.
- m. Types mid-year and end-of-year administrative evaluations when needed. Maintains evaluation database for all certificated staff and disseminates to administrators on regular basis.
- n. Types and disseminates board policy on curriculum issues in accordance with district procedures; maintains district policy manuals.
- o. Maintains the schedule of appointments for the Assistant Superintendent, Curriculum and Instruction and makes arrangements for meetings, conferences, interviews, and other activities.
- p. Types, duplicates and distributes curriculum documents, meeting minutes, agendas, communications for the Assistant Superintendent, Curriculum and Instruction 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.

- q. Assists the Assistant Superintendent 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.
- r. Prepares materials for and maintains accurate accounting system for the curriculum and instruction yearly budget and account of monies spent for staff development.
- s. Prepares and processes purchase orders for curriculum-related materials; distributes materials to appropriate personnel when orders are received.
- t. Types grant proposals, maintains accurate accounting of all grant monies utilized and prepares reports as required in grant guidelines.
- u. Designs various forms on computer disks and distributes for Curriculum Office to administrators/supervisors/district when consistency of projects is required (e.g., PDPs, Five-Year Plans, curriculum guides).
- v. Maintains database for Professional Development for district and provides this information for the board agendas for approval and processing.
- w. Coordinates New Faculty Orientation; updates booklet/handouts; provides district informational packet; and organizes multi-day program.
- x. Coordinate the annual Administrative Retreat booklets, speakers and organize multi-day program.
- y. 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.
- z. Types annual testing reports as needed; maintains matrices for district testing dates, orders testing materials when required for the schools and distributes practice testing materials to schools for teachers and students as needed.
- a1. As needed, assists the Superintendent's office with its daily operations, and completing special projects, such as the District Calendar, and/or other projects, that may be assigned by the Superintendent or Assistant Superintendent of Curriculum and Instruction.
- a2. Maintains confidential files and correspondence for Affirmative Action cases processed by the Affirmative Action Officer.

## **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 and initiate 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:** 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 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:** November 8, 2000

**REVISED:** March 12, 2003

**REVISED:** September 29, 2010