



HOLMDEL TOWNSHIP PUBLIC SCHOOLS

JOB DESCRIPTION:

SECRETARY TO THE PRINCIPAL

QUALIFICATIONS:

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

REPORTS TO: Principal

JOB GOAL: To ensure the smooth and efficient operation of the school 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, letters, memos, newsletters, and other documents.
 - b. Maintains the schedule of appointments for the principal and makes arrangements for meetings, conferences, interviews and other activities.
 - c. Types evaluations, memos, newsletters, faculty handbook and other documents as required.

- d. Coordinates the assignment and work of substitute teachers.
- e. Performs office routines and practices such as sorting mail, operating the copy machine, serving as telephone receptionist and others.
- f. Prepares, processes and maintains oversight of purchase orders.
- g. Maintains an appropriate filing system and readily retrieves documents through the use of this system.
- h. Manages the school office and communicates administratively-assigned duties to other office personnel in the building as required.

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 various other office duties as assigned by the principal which may include, but not be limited to: overseeing the maintenance of the building use

calendar, handling the student activity fund as well as the petty cash account and other bookkeeping tasks, and maintaining the staff attendance records including the posting of attendance into the automated system.

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