



HOLMDEL TOWNSHIP PUBLIC SCHOOLS

JOB DESCRIPTION:

SECRETARY TO THE ATHLETIC DIRECTOR

QUALIFICATIONS:

1. High school diploma required.
2. Post-high school professional training preferred.
3. Prior office experience preferred.
4. Proficiency in oral and written communication and interpersonal skills.
5. Proficiency in conventional typing as well as word processing.
6. Clerical aptitude; dictation and transcription experience; competence in use of computer and knowledge of office-related software programs.
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 and as appropriate.
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Athletic Director

JOB GOAL: To contribute to the efficient operation of the Athletic Department and the main office of Holmdel High School so that the Department and main office will have a maximum positive impact on the education of students.

PERFORMANCE RESPONSIBILITIES:

1. Work Performance

- a. Takes and transcribes dictation of various types, including reports, letters, correspondence, newsletters, bulletins, confidential memos and other documents.
- b. Types confidential observation reports, annual performance reviews and professional improvement plans of faculty.

- c. Maintains the athletic schedule, confirming athletic contests and rescheduling whenever necessary and keeps concerned parties informed of any changes in schedule.
- d. Maintains the schedule of appointments, makes arrangements for interviews, and appointments for parents, business organizations and athletic representatives with the Athletic Director.
- e. Prepares and processes mailings regarding sports awards assemblies (i.e., invitations to parents and athletes, arrangements with photographer for slides of athletes and contests, preparation of award certificates and programs).
- f. Coordinates logistics of athletic tournaments (i.e., Bayshore Holiday Tournament, Christmas Wrestling Tournament and Holmdel Relays).
- g. Arranges for transportation needs for all athletic contests.
- h. Carries out office routines and practices such as sorting mail, operating the copy machine, serving as telephone receptionist and others.
- i. Prepares, processes and maintains oversight of purchase orders.
- j. Maintains an appropriate filing system and readily retrieves documents through the use of this system.
- k. Maintains a record of athletic eligibility for all student-athletes including, but not limited to grades, course requirements, attendance and health records.

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 Athletic Director which may include, but not be limited to: typing confidential memoranda, observation reports, annual performance reviews and professional improvement plans of faculty for the Supervisor of Humanities and the Supervisor of Mathematics and Science.

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: May 27, 1998