



HOLMDEL TOWNSHIP PUBLIC SCHOOLS

JOB DESCRIPTION:

SECRETARY TO THE DIRECTOR OF GUIDANCE

QUALIFICATIONS:

1. Holds high school diploma.
2. Possesses a minimum of three years' experience as a secretary or in a similar position.
3. Has proficiency in oral and written communication, organization and interpersonal skills.
4. Demonstrates proficiency in conventional typing as well as word processing.
5. Possesses clerical aptitude; dictation and transcription experience; competence in use of computer and knowledge of office-related software programs (preferably the Macintosh computer and **Microsoft Word** software).
6. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
7. Able to maintain confidentiality as required and as appropriate.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Guidance

JOB GOAL: To ensure the smooth and efficient operation of the Guidance Office so that the office's maximum positive impact on the education of children can be realized.

PERFORMANCE RESPONSIBILITIES:

1. Work Performance

- a. Oversees and performs as needed office routines and practices associated with the Guidance Office.
- b. Opens the mail and directs it to the proper staff members.
- c. Coordinates all aspects of designated computer program, including but not limited to scheduling, teacher scans, report cards, progress reports, class lists, grades and special requests.
- d. Prepares reports, evaluations, correspondence and transcripts.

- e. Maintains central file system for all guidance activities and correspondence and readily retrieves documents from the file as needed.
- f. Processes the applications for working papers.
- g. Schedules college visitations.
- h. Assists in the coordination of the SAT preparation class and organizes the SAT, HSPT, and other tests.
- i. Communicates the administratively-assigned duties to the clerk-typist in performing the clerical work of the Guidance Office.
- j. Oversees the registration of students in the school in accordance to state law as well as district policy and procedures.

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 Guidance 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: September 8, 1994

REVISED: September 13, 1995