



**HOLMDEL TOWNSHIP PUBLIC SCHOOLS
JOB DESCRIPTION:
ADMINISTRATIVE ASSISTANT
TO THE SUPERINTENDENT,
SPECIAL PROJECTS**

QUALIFICATIONS:

1. Holds high school diploma.
2. Possesses post-high school professional training.
3. Has experience in organizing and providing staff training.
4. Possesses excellent skills in communication, data organization and retrieval, word processing, desktop publishing and research.
5. Possesses exceptional human relations skills and initiative.
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: Superintendent of Schools

JOB GOALS: Under the leadership of the Superintendent, to oversee the efficiency of Central Office, manage, design and prepare various publications, and coordinate "special projects" as assigned by the Superintendent.

PERFORMANCE RESPONSIBILITIES:

1. **Work Performance**

Secretarial

- a. Performs all secretarial and confidential work as assigned by the Superintendent.
- b. Coordinates the efficient workflow of the school system relative to the responsibilities of the Superintendent.

- c. Maintains a filing system both for “hard copy” and for computer filing and readily retrieves documents and information from these files.
- d. Maintains an administrative job calendar/tickler file and utilizes its contents to keep the Superintendent informed.
- e. Maintains a schedule of appointments for the Superintendent; makes arrangements for conferences, meetings and interviews, and follows up on arrangements to ensure greatest efficiency.
- f. Assists the Superintendent in preparing reports required by law, administrative code and board policy.
- g. Provides input in the ordering of supplies; prepares purchase orders as required.
- h. Prepares motions for the agenda of the board meetings, compiles/organizes back-up materials for the Superintendent, and follow-up actions of the board.
- i. Makes arrangements and prepares materials for board committees/activities led by the Superintendent.
- j. Assists with district mailings including, but not limited to weekly mailings to the Board.
- k. Processes all mail/correspondence for the Superintendent, maintaining appropriate records and filing mail/correspondence as needed.
- l. Places and receives telephone calls, records messages for the Superintendent and follows up on telephone requests in accordance with the procedures established by the Superintendent.
- m. Duplicates and packages materials accurately and disseminates them promptly as directed.
- n. Orders forms/stationery for Superintendent’s Office/Central Office/District.
- o. Maintains lists of Superintendent’s publications and memberships and renews as appropriate.
- p. Prepares and disseminates announcements/materials for Welcome Back Day; makes arrangements for facility and refreshments.
- q. Prepares various reports such as: bi-monthly student enrollment reports; monthly class enrollment; emergency evacuation drills and discipline reports.
- r. Types mid-year and end-of-year administrative evaluations.

COMMUNICATIONS

- a. Prepare publications in photo-ready format with desktop publishing software (e.g., budget newsletter).
- b. Compile district profile/fact sheet.
- c. Prepare news releases generated by Superintendent, Communications Network and others, disseminate to media and other appropriate audiences and maintain a record of documents.
- d. Compile informational packets for realtors, prospective residents of Holmdel and other audiences.
- e. Prepare documents as needed for district presentations made by the Superintendent.

SPECIAL PROJECTS

- a. Handle "Operation Get Out The Vote" including:
 - Maintain database of volunteers.
 - Prepare and maintain registered parent and non-parent voter lists.
 - Compile and distribute materials for volunteers.
 - Prepare all project communications.
 - Arrange "Budget Teas".
 - Maintain project records and documents.
 - Ensure that timelines for the project are clearly delineated and met.
- b. Maintains the district's e-alert system and disseminates messages to e-alert system participants.
- c. Prepare all certificates for presentation at Board of Education Meetings.
- d. Compile district-wide family list/database with input from schools.
- e. Research and compile data about topics for the Superintendent (i.e., staff recognition programs).
- f. Prepare and distribute school/community surveys, and then organize data for analysis.
- g. Prepare multi-media materials for Superintendent's presentations.

- h. Coordinate district mailings to parents and/or residents.
- i. Prepare all print materials for functions (i.e., invitations, programs) and other special events as they occur (i.e., Groundbreaking Ceremony).

REPORTS

- a. Type, duplicate and distribute ***Board-O-Gram*** for board mailing each week.
- b. Prepare various agendas, reports, and correspondence as requested by Superintendent for Board Members, administrators and other “audiences.”
- c. Handle all confidential information for Superintendent such as Superintendent’s evaluation and contract.
- d. Prepare contracts for HTEA, HTAA and Business Administrator; maintain master disk/hard copy of documents; and revise as needed.
- e. Types administrative evaluations and other documents as needed.

2. Work Traits

- a. Maintains confidentiality as required and appropriate.
- b. Demonstrates an openness to discuss suggestions.
- c. Demonstrates initiative, independence and decision making appropriate to the performance tasks of this position.
- d. Makes efficient use of time and resources available.
- e. Provides well-organized, accurate work.
- 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 in the performance of this position.

5. Other

Performs such other tasks and assumes such other responsibilities as assigned by the Superintendent.

TERMS OF EMPLOYMENT: Confidential position. Twelve-month year.
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 Support Personnel.

SOURCE: Regular Board Meeting

DATE: September 8, 1994

REVISED: August 19, 1998

REVISED: September 29, 2010