



**HOLMDEL TOWNSHIP PUBLIC
SCHOOLS
JOB DESCRIPTION:
CONFIDENTIAL SECRETARY TO THE
DIRECTOR OF SPECIAL SERVICES**

QUALIFICATIONS:

1. High School diploma required.
2. Minimum of five years experience as a secretary.
3. Demonstrated proficiency and professionalism in oral and written communication, organizational and interpersonal skills.
4. Secretarial aptitude; proficiency in dictation and transcription experience required; competence in the use of a computer and office-related software programs (e-mail, Microsoft Word, PowerPoint, Excel, Access and Special Education Administrative Management software).
5. Shall maintain strict confidentiality at all times.
6. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

REPORTS TO: Director of Special Services

JOB GOAL: To ensure the smooth and efficient operation of the department of special services, including BSIP (basis skills, section 504, ESL (English as a second language) and assistive technology, so that the department of special services' maximum impact on special needs students can be realized.

PERFORMANCE RESPONSIBILITIES:

1. Work Performance

- a. Takes and transcribes dictation of various types including reports, investigations, correspondence, observation and evaluation reports, letters, memoranda, and other documents.
- b. Demonstrates proficiency in Internet-related searches for legislation, statutes, administrative code and the Code of Federal Regulations and other research as required.

- c. Maintains the schedule of appointments and tasks completion for the director of special services utilizing the Microsoft Outlook system and makes arrangements for meetings, conferences and interviews.
- d. Coordinates the completion of various Federal, State and local reports and grants.
 - i. Application for State School Aide
 - ii. Language Diversity
 - iii. Civil Rights
 - iv. End-of-Year Special Education Report
 - v. Special Education December 1st Count (I.D.E.A.)
 - vi. I.D.E.A. Basic and Preschool grants and other grants as required
 - vii. and other Federal and State reports as required.
- e. Correlates all reports and meeting minutes from meetings and distributes them to appropriate individuals for program implementation in accordance with State and Federal regulations and District policy.
- f. Shall be familiar with and adhere to the Parents Rights in Special Education (PRISE), Family Education Rights and Privacy Act (F.E.R.P.A.) and New Jersey Administrative Code regarding the maintenance, distribution and destruction of student records and information.
- g. Maintains an appropriate filing system (on-going and tickler) for both confidential and non-confidential documents and records and readily retrieves items through the use of this system to include the following:
 - i. BSIP
 - ii. English as a Second Language
 - iii. Section 504
 - iv. Assistive Technology
 - v. Confidential memoranda and reports
 - vi. Task completion by week and month
- h. Performs confidential office routines and practices such as processing mail, operating office equipment (scanner, fax, etc.), responding to and routing telephone calls, and routine e-mail.
- i. Maintains proficiency in the Special Education Administrative Management System (SEAMS) software for direct application and training purposes and inputs all data for the preparation of individualized educational programs for special needs students.

- j. Assists in departmental budget preparations, maintains the monthly fiscal management report and account transfers.
- k. Prepares board agenda items for submission.
- l. Prepares the agenda and packets for special services bi-weekly staff meeting for the director of special services.
- m. Prepares all reports from meetings and distributes them to appropriate individuals for program implementation in accordance with state and federal regulations and district policy.
- n. Coordinates efforts with private schools and out-of-district placements, including, but not limited to preparing applications, any other accommodations that may be required, arranging transportation, and processing contracts.
- o. Input daily attendance for the department of special services.

2. Work Characteristics

- a. Maintains strict confidentiality in office practices.
- b. Demonstrates an openness to discuss suggestions for office operations and performance improvement.
- c. Demonstrates initiative, independence and decision-making appropriate to the performance tasks of this position.
- d. Makes efficient use of time and available material, equipment and personnel resources.
- e. Provides prompt well-organized, accurate work (syntax, spelling, grammar and punctuation).
- 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 parents, consultants, staff, administrators, and colleagues.
- b. Displays tact and courtesy when dealing with students, staff, residents and others in person, by telephone and e-mail in the performance of this position.

5. Other Responsibilities

Performs such other tasks and assumes such other responsibilities as the director of special services may assign or require.

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 the provisions of the Board of Education's policy on confidential secretaries.

SOURCE: Regular Board Meeting

DATE: September 10, 2002