

WINDBER AREA SCHOOL DISTRICT
JOB DESCRIPTION

Department: Support

Standard Title: Guidance Aide

Primary Function:

Responsible for providing assistance to district guidance counselor(s).

Supervision Received:

The Guidance Aide is directly responsible to the assigned administrator(s) and/or his/her designee.

Direction Exercised:

All duties, functions and responsibilities assigned to the Guidance Office fall under the jurisdiction of the assigned counselor(s) and some parts may be carried out through his/her aide.

Essential Duties:

Office Procedures:

1. Demonstrate respect, fairness, and kindness in all interactions with pupils, parents and colleagues.
2. Be an effective team member of the office staff exercising confidentiality and expert human relation skills.
3. Follow directions and suggestions provided by the supervisor.
4. Complete tasks efficiently and accurately.
5. Communicate effectively with school personnel.

6. Demonstrate a positive attitude and initiative in meeting program needs: follow proper channels in making suggestions and initiating activities.
7. Treat all information and knowledge about any program, project, or individual in the school setting with strict confidentiality; use discretion in all communication regarding pupils and their families.
8. React promptly and appropriately in emergency situations.
9. Participate in scheduled staff development activities.
10. Demonstrate general reliability in attendance, punctuality, and task performance.
11. Obeying state laws and regulations as they apply to the performance of one's duties.
12. Comply with all policies and procedures established by the District and supervisors.
13. Be responsible for all secretarial duties during time periods when no other adult secretaries are on duty.
14. Other duties as assigned by the assigned administrator(s) to achieve the job goals.

Specific Performance Tasks:

1. Types and processes correspondence, reports, recommendation letters, statements, forms and other materials from typed and handwritten copy. Work requires responsibility for content, spelling, punctuation, grammar and format while maintaining confidentiality in working with counselors, principals, students, teachers and parents.
2. Responds in person or by telephone giving information regarding school operations and answering questions on programs, procedures, and regulations; handles telephone inquiries and correspondence of a non-technical nature.
3. Requests records of students from other schools; completes the required paperwork to transfer student records to other schools; creates and maintains cumulative student files; prepares the paperwork required to withdraw or transfer students including attendance records, grades, etc.
4. Responds to requests for records, attendance, etc. received from schools, individuals, and community agencies, (i.e. police, social services, social security and various community agencies).

5. Requests assignments from teachers for students who have been or will be out due to illness or other reason; delivers assignments and completed work; collects assignments for homebound students from teachers and delivers completed work to teachers.
6. Assists principals, teachers, school nurse, or parents in locating students; follows up with the guidance counselors' appointments to ensure that students are present; supervise students in the guidance office; completes the necessary documentation to re-admit students to class, conducts orientations for parents and students.
7. Maintains a file of forms used by the department; retrieves students' schedules, reports cards, and pertinent information for students, counselors, teachers, parents, speech therapists, psychologists, and school nurse.
8. Enrolls and withdraws students; reviews attendance records; reviews enrollment forms; pre-registers students; assists counselors with list of students to attend summer school.
9. Distributes test booklets and answer scan sheets; separates and distributes to teachers; proofreads scan sheets; files test score sheets in students' folders; updates test cards with pertinent information.
10. Assists in maintaining all student records.
11. May provide coverage for the building office, answering the telephone, checking students in and out; sorts and distributes mail; may assist with informational bulletin boards.
12. Processes, sorts, checks for accuracy, and files applications, pupil data sheets, and other routine documents in accordance with established systems; maintains routine office records relating to student records, related to these records.
13. Files documents and correspondence alphabetically, numerically, or by other classification; gathers data from files and prepares reports of a routine nature; prepares form and routine letters relative to information contained in files and records.
14. Screens and routes materials according to content of communications.
15. Duplicate printed materials.
16. Convey verbal and written messages.
17. Enter data and submit information electronically.

Professional Growth

1. Attend staff meetings as required.
2. Serve on committees.

Secondary Duties:

1. To work with the counselor(s) in providing a program of continuous guidance services.
2. Keep informed of modern thought and practices through attending conferences, workshops and seminars.
3. Attend and participate in district-sponsored in-service programs.
4. Performs duties with awareness of all LEA requirements and practices.
5. Perform duties as assigned by the Superintendent and/or his/her designee.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

Physical Requirements:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.

6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

Qualifications:

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

1. High School Diploma
2. Acceptable references.
3. Proficiencies in (a) Typing, (b) Filing, (c) Operation of common office machines including computers.
4. Knowledge of basic office practice and procedures.
5. The ability and willingness to be able to maintain confidentiality of classified information.
6. An ability to communicate effectively with employees and visitors.
7. Be able to lift at least 25 pounds.

Salary:

The salary shall be in accordance with the schedule established by the Board of Education.

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