

# USD 313 EDUCATIONAL SUPPORT STAFF JOB DESCRIPTION

POSITION TITLE: **BHS GUIDANCE OFFICE SECRETARY**

SUPERVISOR: Counselor/Principal

PAYMENT RATE: According to Board Policy

CLASSIFICATION: Non-exempt

## QUALIFICATIONS:

1. High School diploma or equivalent
2. Computer skills
3. Working knowledge of office equipment
4. Telephone skills
5. Ability to manage regular office routines
6. Good verbal and written communication skills
7. Neat, responsible, punctual, dependable
8. Must respect confidentiality
9. Willing to learn, accept change, be creative, be a self-starter
10. Be sensitive to needs of students and be able to relate well with students & staff
11. Maintain current TB testing as required by Health Department regulations

## ESSENTIAL FUNCTIONS:

1. Maintain student and guidance counseling administrative records for the purpose of ensuring the accuracy and compliance with regulations and district policies.
2. Maintain and distribute student transcripts in order to document student academic course work.
3. Update and review PowerSchool information to ensure accuracy.
4. Drop or Add students to the Alternative High School or to Learning by Design in order to maintain accurate enrollment records.
5. Provide office and clerical support to ensure the smooth operations within the counselor's office.
6. Schedule, contact, and coordinate times and dates with teachers, parents, students and/or resource people in order to ensure students are provided with services.
7. Prepare information and statistical reports as required for the purpose of complying with state and local regulations.
8. Prepare Student/Parent notification weekly for the purpose of informing of Delinquent/Ineligible status of student's grades as well as organizing Parent Teacher Conferences.
9. Compilation of the BHS Curriculum Guide Book to maintain accurate course offerings with new courses, graduation requirements, plan of study, and college admissions and credit requirements.
10. Communicate effectively and work cooperatively with school district staff and community members to ensure an effective work environment.
11. Evaluate and care for students with illness or injury (provide basic first aid until parents decide appropriate action) in the absence of the School Nurse. Contact School Nurse and parents according to health policies, document all actions taken in the health room and make appropriate reports as directed by the School Nurse to remain in compliance.
12. Ensure documentation of medication and maintain, dispense, and secure all student medication according to policy for medication administration in the absence of the School Nurse to remain in compliance.
13. Attend the district-provided CPR/Basic First Aid class every two years to maintain CPR certification.
14. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
15. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.
2. Requires prolonged sitting or standing, and use of equipment including repetitive motions and computer eye fatigue.
3. Requires regular attendance and physical presence at the job.

TERMS OF EMPLOYMENT: At will

PERFORMANCE REVIEW: Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

APPROVED: 5/13/2013