

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORINATION DATE: October 13, 2011
 BAND & GRADE: A 1 3 3

POSITION TITLE High School Support Services Secretary

IMMEDIATE SUPERVISOR Principal

Job Summary (Basic Purpose of Position)

Provide general clerical assistance to the Guidance Counselors, Social Worker(s), Indian Education Program Advisor(s), and community mental health counselors. Assist in organizing and managing standardized testing programs for Bemidji High School.

SUPERVISOR

EMPLOYEE

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
<p>1.00 PROVIDE GENERAL CLERICAL ASSISTANCE TO STUDENT SUPPORT SERVICES STAFF</p> <p>1.01 Compose and/or edit and type correspondence, letters and reports.</p> <p>1.02 Communicate with patrons, staff and students. Answer inquiries on various subjects related to school life.</p> <p>1.03 Greet and screen visitors and calls; determine when incoming messages involve crisis situations and relay information to correct Support Services staff.</p> <p>1.04 Monitor student behavior in the Support Services Office and ensure a professional and positive office environment.</p> <p>1.05 Develop and maintain files; file documents; and maintain historical records.</p> <p>1.06 Inventory and order office supplies; design forms as needed; and maintain a neat and</p>	<p>A1</p> <p>A1</p> <p>A1</p> <p>A1</p> <p>A1</p> <p>A1</p>			<p>Knowledge of:</p> <ol style="list-style-type: none"> High School policies and curriculum. Minnesota graduation standards. District policies and procedures. Building and District Crisis Management plans. Student management system/software. Applicable state/federal policies. Community and student concerns. Computer technology. Composition of letters and reports. Past practices and location 	<p>1.01 Correspondence, letters, and reports were prepared accurately and timely.</p> <p>1.02 Appropriate communication occurs with students, staff, parents and the public.</p> <p>1.03 Concerns were communicated to appropriate staff in a timely manner.</p> <p>1.04 Office environment is calm, orderly and welcoming.</p> <p>1.05 Files were maintained and records are readily available.</p> <p>1.06 Supplies are available and accessible for staff.</p> <p>1.07 Office equipment is in good working</p>

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orderly office, organizing materials so they are easily accessible.				of historical information.	order.
1.07 Operate office machines (fax, copier, intercom, radio, etc.) in a proficient manner.	N/B			11. Record Retention.	1.08 Projects completed in a timely and satisfactory manner.
1.08 Perform other duties and special projects as assigned.	N/B			12. Correct grammar usage, spelling and punctuation.	1.09 Confidentiality maintained 100% of the time.
1.09 Maintain confidentiality.	N/B			13. Proper telephone etiquette.	
2.00 COORDINATE GRAD RETESTS				14. Office routines.	
2.01 Generate current, updated list of students to be tested; including student adds, drops and transfers.	A1			15. Recordkeeping.	2.01 Test lists are accurate.
2.02 Compose and/or edit testing information and correspondence for parents, students and staff.	A1			16. Organizational skills.	2.02 Testing information and correspondence is accurate and timely.
2.03 Navigate the state test system in an efficient and accurate manner; building testing sessions, registering students for testing and updating information.	A1			17. Operate and maintain office machines.	2.03 Students are able to test without delay or interruption.
2.04 Coordinate the scheduling of test proctors and test rooms.	A1			18. Database program and trouble-shooting technical difficulties.	2.04 Proctors are scheduled when needed and test sites are appropriate and quiet.
2.05 Schedule students for remediation opportunities; maintain test database; and monitor student progress toward completion of testing requirements.	A1			Ability to:	2.05 Students are scheduled for remediation as needed
2.06 Notify students, parents, counselors and principals regarding test results.	A1			1. Communicate effectively	2.06 Test results are communicated in an accurate and timely fashion.
2.07 Arrange for special education testing accommodations such as amplification, large print, small group settings as directed by appropriate staff.	A1			2. Work cooperatively.	2.07 Test environment meets needs of students.
2.08 Monitor progress toward completion of testing requirements of special education students and maintain accurate test lists.	A1			3. Plan and organize.	2.08 Test lists are accurate.
				4. Manage time.	
				5. Make decisions.	
				6. Establish positive relationships.	
				7. Perform under stressful situations and with frequent interruptions.	
				8. Resolve problems.	
				9. Meet deadlines.	
				10. Work with statistical information.	
				11. Maintain confidentiality.	
				12. Demonstrate consistent and reliable attendance.	
				Skill in:	
				1. Typing.	
				2. Filing.	

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3.00 PROVIDE ASSISTANCE FOR STANDARDIZED TESTING				3. Operation of office machines.	
3.01 Attend test administration meeting/training offered by the district.	N/B			4. Operation of computer hardware and software	3.01 Attend meetings/training.
3.02 Maintain current, updated list of students to be tested; including student adds, drops and transfers.	A1			5. Organizing.	3.02 Test lists are accurate.
3.03 Compose and/or edit testing information and correspondence for parents and students; and prepare bulk mailing(s).	A1			6. Using time effectively.	3.03 Information was processed in an accurate and timely manner.
3.04 Assist in the coordination of test proctors, test rooms, test day schedules and lunch schedules.	A1			7. Maintaining accurate records.	3.04 Proctors are scheduled when needed; test sites are quiet; and schedules run smoothly.
3.05 Communicate test day information to custodial, food service, office and teaching staff.	A1				3.05 Information was communicated to appropriate staff in a timely manner.
3.06 Maintain test materials security; including: inventorying test materials; assigning tests to students; arranging for secure pick-up and drop-off of test materials by each proctor on test dates; and preparing materials for return shipment.	A1				3.06 Test materials were handled properly and students are able to test without delay or interruption.
3.07 Assist with post-test duties.	N/B				
4.00 STUDENT SUPPORT SERVICES & COMMUNITY AGENCIES					
4.01 Maintain current, updated list of community agencies and contact information.	A1				4.01 Agency list is accurate.
4.02 Maintain current, updated client lists as provided by community agencies.	A1				4.02 Client list is accurate.
4.03 Assist with scheduling of meeting rooms and dates.	A1				4.03 All agencies have confidential meeting space.
4.04 Arrange meeting/counseling times based upon client/student class schedules.	A1				4.04 Clients are seen with minimal disruption to learning environment.
					4.05 Student attendance is accurate.

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4.05 Process student admits to class and permits to leave; record appropriate student attendance information.	A1				4.06 Agencies and clients meet without delay or interruptions.
4.06 Communicate school calendar and/or daily schedule changes to community agencies as needed.	A1				4.07 Information was communicated effectively and accurately.
4.07 Explain school policies, rules and regulations to students, parents, staff and community agencies.	A1				4.08 Confidentiality maintained 100% of the time.
4.08 Maintain confidentiality.	N/B				
5.00 PROVIDE ASSISTANCE FOR STUDENT REGISTRATION AND SCHEDULING					
5.01 Copy/prepare registration materials.	A1				5.01 Materials are available for registration.
5.02 Assist with registration meetings.	A1				5.02 Assistance was provided as directed.
5.03 Enter student schedule requests online.	A1				5.03 Requests entered quickly and accurately.
5.04 Review student schedules for proper sequencing of classes and conflicts.	A1				5.04 Schedule conflicts are resolved.
5.05 Coordinate registration with special education department.	A1				5.05 Scheduling needs of special education students are met.
6.0 PERFORM OTHER DUTIES AND SPECIAL PROJECTS AS ASSIGNED					
6.01 Prepare Lumberjack High School monthly membership report	A1				6.01 Report is accurate and timely.
6.02 Serve on the Crisis Management Team.	N/B				6.02 Prompt response to crisis situations has occurred.
6.03 Assist with school programs such as Link Leaders, Home Room Advisors, Ninth Grade Orientation Night, Open House, etc.	N/B				6.03 Assistance rendered to the satisfaction of supervisor.
6.04 Assist other offices with work flow such as distributing yearbooks, etc.	A1				6.04 Assistant rendered to the satisfaction of supervisor.