

**BEMIDJI AREA SCHOOLS**  
**POSITION JOB DESCRIPTION**

ORIGINATION DATE: October 2019  
 LAST REVISION DATE: \_\_\_\_\_  
 BAND & GRADE: A-1-1-3

POSITION TITLE: Career Academy Secretary

IMMEDIATE SUPERVISOR: Principal/Career Academy Coordinator

**Job Summary (Basic Purpose of Position)**

SUPERVISOR

EMPLOYEE

Provide general clerical assistance to the Career Academy program Principal/Coordinator and staff.

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	C	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
<b>NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS</b>					
<b>1.00 PROVIDE GENERAL CLERICAL ASSISTANCE</b>				<b>Knowledge of:</b>	
1.01 Compose and/or edit and type correspondence, letters, brochures, agendas, minutes, and reports.	A1-B2			1. High School policies and curriculum.	1.01 Correspondence, letters, and reports were prepared accurately and timely.
1.02 Communicate with patrons, staff and students. Answer inquiries on various subjects related to school life.	A1			2. Minnesota graduation standards.	1.02 Appropriate communication occurs with students, staff, parents and the public.
1.03 Develop and maintain files; file documents; and maintain historical records.	A1			3. District policies and procedures.	1.03 Files were maintained and records are readily available.
1.04 Schedule appointments and meetings.	A1			4. Building and District Crisis Management plans.	1.04 Appointments were screened and schedule appropriately.
1.05 Inventory and order office supplies; design forms as needed; and maintain a neat and orderly office, organizing materials so they are easily accessible.	A1			5. Student management system/software.	1.05 Supplies are available and accessible for staff.
1.06 Operate office machines (fax, copier, intercom, radio, etc.) in a proficient manner.	A1			6. Applicable state/federal policies.	1.06 Office equipment is in good working order.
				7. Community and student concerns.	
				8. Computer technology.	

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1.07 Perform other duties and special projects as assigned. 1.08 Maintain confidentiality. 1.09 Complete special projects as assigned by principal/coordinator 1.10 Collect and prepare data for Career Academy reports	A1 A1 A1-B2 A1-B2			9. Composition of letters and reports. 10. Past practices and location of historical information. 11. Record Retention. 12. Correct grammar usage, spelling and punctuation. 13. Proper telephone etiquette. 14. Office routines. 15. Recordkeeping. 16. Organizational skills. 17. Operate and maintain office machines. 18. Database program and trouble-shooting technical difficulties.	1.07 Projects completed in a timely and satisfactory manner. 1.08 Confidentiality maintained 100% of the time. 1.09 Special projects were completed to the satisfaction of the principal/coordinator. 1.10 Reports are accurate and submitted by established deadlines.
<p><b>2.00 SPECIAL PROGRAMS/INITIATIVES</b></p>					
2.01 Maintain and update special programs/initiatives (Career Academies) website, brochures, and other informational materials.	A1-B2			2.01 Materials are accurate and up to date.	
2.02 Assist in coordinating special program events, such as, CEO in the Classroom, workshops, guest speakers, seminars, etc.	A1-B2			2.02 Special events are scheduled and run effectively.	
2.03 Assist in the purchase of promotional materials/items for special programs/initiatives.	A1			2.03 Promotional materials are selected and ordered in a timely manner.	
2.04 Assist in monitoring student participation and progress in special programs/initiatives.	A1-B2			2.04 Assisted in monitoring student progress and participation.	
2.05 Coordinate participation of special programs/initiatives partners in high school events/Registration Fair/Career Fair.	A1			2.05 Ensured participation of program partners in appropriate events.	
2.06 Develop and maintain community partner/contact list for special programs/initiatives.	A1-B2			2.06 Contact lists are complete and up to date.	
2.07 Assist Principals and Counselors with scheduling of courses related to special programs/initiatives.	A1			2.07 Provided assistance as requested.	
2.08 Assist the Principal/Career Academy Coordinator with special programs/initiatives student placements.	A1-B2			2.08 Provided assistance as requested.	
2.09 Assist in the development and creation of registration materials relating to special programs/initiatives.	A1-B2		<p><b>Ability to:</b></p> 1. Communicate effectively 2. Work cooperatively. 3. Plan and organize. 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.	2.09 Assisted in the creation of appropriate registration materials.	

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<b>3.00 STUDENT SUPPORT &amp; COMMUNITY AGENCIES</b>				11. Maintain confidentiality. 12. Demonstrate consistent and reliable attendance.	
3.01 Maintain current, updated list of community agencies and contact information.	A1				3.01 Agency list is accurate.
3.02 Assist with scheduling of meeting rooms and dates.	A1				3.02 All agencies have confidential meeting space.
3.03 Communicate school calendar and/or daily schedule changes to community partners as needed.	A1			<b>Skill in:</b>	3.03 Information was communicated effectively and accurately.
3.04 Explain school policies, rules and regulations to students, parents, staff and community partners.	A1-B2 A1			1. Typing.	3.04 Policies, rules and regulations were explained to appropriate stakeholders
3.05 Maintain confidentiality.				2. Filing.	3.05 Confidentiality maintained 100% of the time.
<b>4.00 PROVIDE ASSISTANCE FOR STUDENT MANAGEMENT SYSTEM, STUDENT REGISTRATION, AND SCHEDULING</b>				3. Operation of office machines.	
4.01 Copy/prepare registration materials.	A1			4. Operation of computer hardware and software	4.01 Materials are available for registration.
4.02 Assist with registration meetings.	A1			5. Organizing.	4.02 Assistance was provided as directed.
4.03 Enter student schedule requests online.	A1			6. Using time effectively.	4.03 Requests entered quickly and accurately.
4.04 Review student schedules for proper sequencing of classes and conflicts.	A1			7. Maintaining accurate records.	4.04 Schedule conflicts are resolved.
4.05 Coordinate registration with special education department.	A1				4.05 Scheduling needs of special education students are met.
4.06 Process and record student grades for mechatronix, nursing assistant, and other related courses.	A1				
4.07 Tabulate credits for career academy students.	A1				
<b>5.0 PERFORM OTHER DUTIES AND SPECIAL PROJECTS AS ASSIGNED</b>					