

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORINATION DATE: October 13, 2011

LAST REVISION DATE: July 2017

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 and special 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	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					
1.00 PROVIDE GENERAL CLERICAL ASSISTANCE TO STUDENT SUPPORT SERVICES STAFF				Knowledge of:	
1.01 Compose and/or edit and type correspondence, letters and reports.	A1			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 Greet and screen visitors and calls; determine when incoming messages involve crisis situations and relay information to correct Support Services staff.	A1			3. District policies and procedures.	1.03 Concerns were communicated to appropriate staff in a timely manner.
1.04 Monitor student behavior in the Support Services Office and ensure a professional and positive office environment.	A1			4. Building and District Crisis Management plans.	1.04 Office environment is calm, orderly and welcoming.
1.05 Develop and maintain files; file documents; and maintain historical records.	A1			5. Student management system/software.	1.05 Files were maintained and records are readily available.
1.06 Inventory and order office supplies; design	A1			6. Applicable state/federal policies.	1.06 Supplies are available and accessible for staff.
				7. Community and student concerns.	
				8. Computer technology.	
				9. Composition of letters and reports.	

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?
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forms as needed; and maintain a neat and orderly office, organizing materials so they are easily accessible.				10. Past practices and location of historical information.	
1.07 Operate office machines (fax, copier, intercom, radio, etc.) in a proficient manner.	N/B			11. Record Retention.	1.07 Office equipment is in good working order.
1.08 Perform other duties and special projects as assigned.	N/B			12. Correct grammar usage, spelling and punctuation.	1.08 Projects completed in a timely and satisfactory manner.
1.09 Maintain confidentiality.	N/B			13. Proper telephone etiquette.	1.09 Confidentiality maintained 100% of the time.
2.00 SPECIAL PROGRAMS/INITIATIVES				14. Office routines.	
2.01 Maintain and update special programs/initiatives (Career Academies, LINK Leader, etc.) website, brochures, and other informational materials.	A1			15. Recordkeeping.	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			16. Organizational skills.	2.02 Special events are scheduled and run effectively.
2.03 Assist in the purchase of promotional materials/items for special programs/initiatives.	A1			17. Operate and maintain office machines.	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			18. Database program and trouble-shooting technical difficulties.	2.04 Assisted in monitoring student progress and participation.
2.05 Coordinate participation of special programs/initiatives partners in high school events/Registration Fair.	A1			Ability to:	2.05 Ensured participation of program partners in appropriate events.
2.06 Develop and maintain community partner/contact list for special programs/initiatives.	A1			1. Communicate effectively	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. Work cooperatively.	2.07 Provided assistance as requested.
2.08 Assist the school-to-work coordinator with special programs/initiatives student placements.	A1			3. Plan and organize.	2.08 Provided assistance as requested.
2.09 Assist in the development and creation of registration materials relating to special				4. Manage time.	2.09 Assisted in the creation of appropriate registration materials.
				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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programs/initiatives.				3. Operation of office machines.	
3.00 STANDARDIZED TESTING				4. Operation of computer hardware and software	
3.01 Attend test administration meeting/training offered by the district.	N/B			5. Organizing.	3.01 Attend meetings/training.
3.02 Maintain current, updated list of students to be tested; including student adds, drops and transfers.	A1			6. Using time effectively.	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			7. Maintaining accurate records.	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				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.
					4.06 Agencies and clients meet without

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4.05 Process student admits to class and permits to leave; record appropriate student attendance information.	A1				4.07 delay or interruptions. Information was communicated effectively and accurately.
4.06 Communicate school calendar and/or daily schedule changes to community agencies as needed.	A1				4.08 Confidentiality maintained 100% of the time.
4.07 Explain school policies, rules and regulations to students, parents, staff and community agencies.	A1				
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.