

SCHOOL DISTRICT OF OKEECHOBEE COUNTY

GUIDANCE SECRETARY

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Computer proficiency.
- (3) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of computer software, office equipment, office practices and procedures. Ability to use basic mathematics. Ability to communicate orally and in writing. Ability to schedule time, establish priorities and work efficiently. Ability to compose correspondence and prepare reports in an articulate manner. Ability to promote a harmonious atmosphere and smooth flow of business. Ability to handle constituents' problems, concerns and emotional distress with sensitivity and tact. Ability to answer the telephone in a professional and courteous manner. Ability to handle sensitive information with confidentiality. Knowledge and understanding of all clerical positions within the office. Ability to take initiative to begin projects without supervision.

REPORTS TO:

Principal or designee

JOB GOAL

To perform with accuracy skilled secretarial duties and assist in facilitating an efficient and effective operation in the guidance office.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Perform clerical duties required by activities and functions of the workplace including preparing and sending correspondence; receiving and routing incoming/outgoing mail and courier deliveries; setting up and maintaining files; handling student records and requests; preparing reports, forms, records, minutes, guides, manuals and other assigned projects.
- * (2) Greet visitors and direct them to the appropriate area.
- * (3) Receive and deliver student messages.
- * (4) Prepare materials for dissemination to staff, parents and community.
- * (5) Oversee operation and maintenance of office equipment and report malfunctions for necessary repairs.
- * (6) Maintain and/or process all files in an alphabetical or chronological system.
- * (7) Maintain accurate attendance records.
- * (8) Maintain student files.
- * (9) Enroll, transfer and withdraw students.

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- * (10) Request and send student cumulative files.
- * (11) Assist with full time equivalent (FTE) surveys and reports.
- * (12) Obtain, assemble and organize pertinent data into usable form for local, state and federal audits.
- * (13) Make arrangements for meetings and conferences.
- * (14) Schedule parent-teacher conferences.
- * (15) Demonstrate initiative in the performance of assigned responsibilities.

Employee Qualities/Responsibilities

- * (16) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- * (17) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- * (18) Ensure adherence to good safety standards.
- * (19) Maintain confidentiality regarding school/workplace matters.
- * (20) Model and maintain high ethical standards.
- * (21) Maintain expertise in assigned areas to fulfill project goals and objectives.
- * (22) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Inter/Intra-Agency Communication and Delivery

- * (23) Answer telephone in a courteous and professional manner.
- * (24) Assist public by answering routine questions, scheduling appointments and completing forms.
- * (25) Exercise service orientation when working with others.
- * (26) Keep supervisor informed of potential problems or unusual events.
- * (27) Use effective, positive interpersonal communication skills.
- * (28) Respond to inquiries and concerns in a timely manner.
- * (29) Serve on school/district committees as required or appropriate.

System Support

- * (30) Provide typing, filing, duplicating, inventory, record keeping and other general clerical duties for other personnel as directed by supervisor or required by School Board policy.
- * (31) Perform data entry as necessary.
- * (32) Exhibit interpersonal skills to work as an effective team member.
- * (33) Follow federal and state laws as well as School Board policies, rules and regulations.
- * (34) Demonstrate support for the school district and its goals and priorities.
- * (35) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- * (36) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- * (37) Participate in cross-training activities as required.
Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

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Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

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TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.

Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved: May 8, 2012