

SCHOOL DISTRICT OF BAKER COUNTY

JOB DESCRIPTION

OFFICE AIDE, GUIDANCE SERVICES

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Demonstrated proficiency in typing and keyboarding skills.

KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of business English, punctuation, arithmetic and spelling. Good knowledge of and ability to use modern office practices and procedures. Good knowledge of record-keeping methods, practices and procedures. Working knowledge of departmental or school rules, regulations and policies. Ability to work independently and to carry out assignments to completion with minimum instructions. Ability to work well with others and to assist the school public cooperatively and courteously. Skill in the application of modern office techniques and practices. Skill in the use of a typewriter / computer and in the use and care of pertinent office machines and equipment. Able to meet and deal with public. Able to perform multiple tasks in stressful situations.

REPORTS TO:

Principal

JOB GOAL

To assist guidance counselors in working with students to provide the maximum educational opportunities offered by the school.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Maintain guidance department records and protect the confidentiality of these records.
- * (2) Registration and orientation of new students.
- * (3) Assist with testing preparations and organization.
- * (4) Maintain / update all student cumulative file folders and ESE records.
- * (5) Withdraw exiting students and provide information for a monthly drop-out report.
- (6) Arrange for parent / teacher conferences and collect work for students who have been absent.

- * (7) Provide student information to schools or outside agencies and request any necessary student information from other schools or agencies.

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OFFICE AIDE, GUIDANCE SERVICES (Continued)

- * (8) Perform clerical / receptionist duties required in the guidance department.
- (9) Assist students as needed.
- *(10) Use effective, positive interpersonal communication skills.
- (11) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

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.

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.

*Essential Performance Responsibilities

Job Description Supplement Code 4