USD 261 EDUCATIONAL SUPPORT STAFF
POSITION DESCRIPTION

POSITION TITLE: **SECRETARY - GUIDANCE OFFICE**

SUPERVISOR: Counselor/Principal

PAYMENT RATE: According to Educational Support Staff Salary Schedule

QUALIFICATIONS:

1. High School diploma or equivalent.
2. Computer skills.
3. Working knowledge of office equipment.
4. Telephone skills.
5. Demonstrate ability to manage regular office routines.
6. Maintain current TB testing as required by Health Department regulations (after employment offer is made).

ESSENTIAL FUNCTIONS:

1. Maintain student and guidance counseling administrative records for the purpose of ensuring the accuracy and compliance with regulations and district policies.
2. Provide office and clerical support to ensure the smooth operations within the counselor's office.
3. Schedule, contact, and coordinate times and dates with teachers, parents, students and/or resource people in order to ensure students are provided with services.
4. Prepare information and statistical reports as required for the purpose of complying with state and local regulations.
5. Communicate effectively and work cooperatively with school district staff and community members to ensure an effective work environment.
6. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
7. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-pace, high-intensive work environment.

TERMS OF EMPLOYMENT:

At will

PERFORMANCE REVIEW:

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

APPROVED: 07/21/2008