Haysville Unified School District 261

McKinney Vento Program Support/ School Based Health Clinic Secretary (10002800)

Posting ID **10002800**

Title **MV Program Support/School Based Health Clinic Secretary**

Description

USD 261 EDUCATIONAL SUPPORT STAFF
POSITION DESCRIPTION POSITION

TITLE: **MV Program Support/School Based Health Clinic Secretary**
SUPERVISOR: Student Support / Homeless Services Coordinator and Foster Liaison
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 and update Crisis Plan Notebook and assist in the development and implementation of program procedures for the purpose of keeping expectations current for each school year.
2. Keep records and disseminate information regarding McKinney-Vento Student Program and the School Based Health Clinic (SBHC).
3. Maintain student records for the purpose of assisting families, students and staff of USD #261 and KU Med partnership.
4. Assist with the facilitation of communication for the McKinney-Vento Program and SBHC to ensure effective contact with the public and within USD #261 district.
5. Assist with McKinney Vento verifications. Remove all barriers and facilitate immediate access to SBHC services for MV students.
6. Provide office and clerical support to the Support/Homeless Services Coordinator and KU SBHC staff. Assist with SBHC scheduling during clinic hours.
7. Control locked entrance, greet visitors, ascertain nature of business, and direct visitors to appropriate location in order to provide appropriate public relations. Check in all SBHC appointments during clinic hours.
8. Compile data and prepare statistical reports in order to provide accurate information.
9. Maintain activity calendar to keep the community, district and KU Med staff informed of ongoing activities.
10. Maintain inventory; manage requisitions; monitor supplies; issue requests for equipment maintenance to maintain accountability of supply usage within the office.
11. 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.
12. Assist with implementation of McKinney-Vento student attendance monitoring and incentives program.
13. Maintain community resource information for dissemination to all McKinney-Vento or SBHC students and families for referrals for services regarding domestic violence prevention, academic supports, trauma informed care, social emotional support, shelter/housing information and mental health services.
14. 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. The ability to lift and move up to twenty pounds.
TERMS OF EMPLOYMENT:
At will
PERFORMANCE REVIEW effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.
APPROVED: August 16, 2021