

Waseca Public Schools District 829 Job Description

Job Title: Guidance Office Clerical/Health Tech
Reports to: Site Principal
Job Ranking: B22 (1875)
Bargaining Unit: Office and Clerical International Union of Operating Engineers Local 70
Job Goal: This position was established for the purpose of providing administrative support to the counseling office by maintaining accurate student records; providing a variety of reports and reference materials; and ensuring compliance with District, State, and Federal regulations. Under the direction of a school nurse, this position will also provide support to address the health needs of students.
Revised: March 28, 2016

JOB RESPONSIBILITIES

Essential Duties

1. Communicate in a positive and effective manner with staff, students, parents and/or visitors.
2. Perform clerical activities of a school to support the principal, teachers, and administrative staff.
3. Perform clerical tasks which require the application of independent judgment and familiarity with School Board policies, and district procedures and school-based rules and regulations.
4. Establish, maintain, and monitor accurate, neat and efficient electronic and manual filing systems.
5. Ability to meet timelines and perform multiple tasks in an efficient manner.
6. Ability to give attention to detail.
7. Ability to work with frequent interruptions.
8. Maintain confidentiality and professionalism in school and community.
9. Ensure attendance (**at least 95%**), punctuality and dress are appropriate.
10. Participate in district provided staff development opportunities.
11. Other duties as assigned.

Guidance Office Clerical/Health Tech Specific Duties

Guidance Office Clerical:

1. Assist guidance counselors with creating and/or adjusting student schedules
2. Copy and send transcripts to colleges and vocational schools as needed for post-secondary applications
3. Schedule visits of admission counselors, military recruiters, etc.
4. Process materials for scholarships, Minnesota Honor Society, and the senior honor banquet
5. Disseminate information to staff and/or parents at the request of the counseling staff
6. Maintain post-secondary resource library and files
7. Process transcript requests from past and current students and provide education verification to schools or employers.
8. Update student record files for all current, new, and recently graduated students (maintain cum cards)

Health Tech:

1. Organize and file student health information
2. Administer daily student medication schedule
3. Triage medical needs of students visiting the nurse's office
4. Communicate with parents regarding details of doctor notes
5. Maintain accurate and detailed records pertaining to nurse visits and accident reports
6. Maintain electronic immunization records

7. Assist school nurse with scheduling vision and hearing screening clinics
8. Assist school nurse in communicating with parents and staff

Other Duties:

1. Assist administration with correspondence
2. Serve as back up for site clerical staff members

QUALIFICATIONS, KNOWLEDGE, TRAINING AND EXPERIENCE

1. AS, AA or the equivalent of two (2) years of postsecondary education (60 semester credits) or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.
2. No licensing required.
3. Maintain current CPR/AED certification and First Aid certification.
4. Knowledge in the use, operation, and care of computers and other office equipment as well as software programs (i.e. Infinite Campus, SMARTFinance, Naviance, Word, Excel, website management).
5. Familiar with computer use and comfortable with learning new programs.
6. Ability to perform general clerical duties.
7. Possess communication and interpersonal skills as applied to interaction with co-workers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
8. Ability to maintain confidentiality.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job. Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Occasionally lift and carry objects weighing up to 20 pounds
2. Stand for up to one hour at a time
3. Stoop and bend
4. Reach and grasp objects
5. Exhibit manual dexterity or fine motor skills
6. Possess the ability to talk, hear, and see
7. Work in a normal office environment with few physical discomforts
8. Potential for contact with blood-borne pathogens and communicable diseases

“In a tradition of excellence, Waseca Public Schools empowers each learner to thrive in an ever-changing world.”

