

SCHOOL DISTRICT OF ST. JOHNS COUNTY

GUIDANCE CLERK

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High School Diploma, General Equivalency Diploma (GED), or equivalent.
- (2) Minimum of five (5) years of progressively responsible secretarial and/or clerical experience.
- (3) Ability to type 55 wpm with five or less errors.
- (4) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of grammar, spelling, business English and math skills. Ability to compose business correspondence. Ability to follow written and oral instructions. Ability to operate a computer and software applications, including Microsoft Word and Excel. Ability to operate common office machines, such as calculators and telephones. Ability to handle confidential materials in professional and courteous manner. Ability to work cooperatively with others. Ability to handle multiple tasks in a professional and courteous manner.

REPORTS TO:

Confidential Secretary and Principal

JOB GOAL

A staff member performing assigned activities regarding correspondence, file maintenance, recordkeeping and other secretarial functions. Each employee of the St. Johns County School Board will model the six pillars (as defined by Character Counts!) of the character education program.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Aid in personalizing educational plans for all students.
- *(2) Schedule ESE and 504 meetings.
- *(3) Maintain cumulative folders according to district guidelines.
- *(4) Provide bus passes.
- *(5) Process student records requests.
- *(6) Assist parents with logging onto on line Home Access Center (HAC)
- *(7) Attend Proctor training and Proctor tests.
- *(8) Assist with school newsletter.
- *(9) Cover front office as needed.
- *(10) Perform lunch duty.
- *(11) Handle incoming and outgoing mail.

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- * (12) Receive and assist visitors.
- * (13) Answer and relay telephone calls/messages and schedule appointments when staff members are away from the area.
- * (14) Type letters, memos, reports, etc. from longhand and rough copy.
- * (15) Maintain files.
- * (16) Assist students and parents with initial registration procedures.
- * (17) Assist with parent pickup.
- * (18) Perform duties as assigned by the Confidential Secretary or Principal.

Expectations of All Employees

- * (19) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- * (20) Follow attendance, punctuality, proper dress code and other qualities of an appropriate work ethic.
- * (21) Ensure adherence to good safety standards.
- * (22) Maintain confidentiality regarding school/workplace matters.
- * (23) Model and maintain high ethical standards.
- * (24) Maintain expertise in assigned area to fulfill position goals and objectives.
- * (25) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (26) Demonstrate initiative in the performance of assigned responsibilities.
- * (27) Each employee of the St. Johns County School Board is charged with the responsibility of being familiar with the Character Counts! program and with modeling the characteristics of citizenship, character education and literacy.

Inter/Intra-Agency Communication and Delivery

- * (28) Respond to inquiries and concerns in a timely manner.

Professional Growth and Improvement

- * (29) Participate successfully in training programs, conferences, and workshops as assigned or appropriate to keep abreast of current practices, programs, legal issues, and character education.

Systemic Functions

- * (30) Keep supervisor informed of potential problems or unusual events.
- * (31) Follow federal and state laws as well as School Board policies, rules and regulations.
- * (32) Prepare or assist in preparation of all required reports and maintain all appropriate records.
- * (33) Represent the District in a positive and professional manner.
- * (34) Demonstrate support for the School District and its goals and priorities.

Leadership and Strategic Orientation

- * (35) Set high standards and expectations for self and others.
- * (36) Exhibit interpersonal skills to work as an effective team member.
- * (37) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.

Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

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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:

Approved compensation plan per current negotiated agreement.

10 Month Position

7.5 Hours per Day

EVALUATION:

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

POSITION CODE: 61293

Pay Type: 01

Salary Range:

FLSA STATUS: Non-exempt

BOARD APPROVED: April 1999

REVISED: September 2017