LAKE TAHOE UNIFIED SCHOOL DISTRICT
CLASSIFIED EMPLOYMENT OPPORTUNITY

October 10, 2022

PROPOSED POSITION: **Secretary**

Counseling Office/South Tahoe High School

SCHOOL YEAR:	**2022-2023**
HOURLY RATE:	**Range 15: $21.38/hr. - $27.28/hr. (Current Employees ONLY)**
	(Base hourly rate not including longevity)
	Range 15: $21.38/hr. - $23.56/hr. (New Hires ONLY)
HOURS:	**8.00 hrs. /day (Monday – Friday)**
DAYS:	**212 days per year**

Provides the necessary clerical responsibilities required for the administration of the school district in order to assure the smooth, efficient operation of the counseling office.

REPRESENTATIVE DUTIES:

- Greet and direct students, parents, visitors and public as appropriate to counselor, registrar, or other areas within the counseling office as needed
- Answer telephones, responds to inquiries and direct and/or transfer the caller to the appropriate person, take and relay messages accurately in a professional manner
- Receive, sort and forward incoming mail
- Assist in the planning and preparation of meetings and conferences in a timely fashion
- Prepare correspondence, memoranda, bulletins, data tabulations and required district forms efficiently and accurately
- Assist in editing and finalizing paper work for master schedule, to also included inputting courses into Aeries
- Maintain and update calendars and counselor appointments
- Assist in sending for and or locating students for appointments and other services as needed through the counseling center
- Schedule all counselor-parent-teacher-student conferences and adjunct agency services
- Maintain supplies inventory and assist in the ordering, receiving, stocking and distribution of office supplies
- Process purchase orders requisitions in accordance with District policies and procedures
- Assist counselors and registrar with ILA in resolving registration and scheduling issues
- Coordinates Course Request and Course Registration process including set up and scheduling of middle school transition events and registration documents
- Maintain proper records as required by the State and school district
- Compose letters, memoranda and reports independently and accurately
- Facilitate appointments with college representatives and recruiters, advertise their visits, and find available meeting areas
- Sort and enter danger of failing notices into student data. Compile a list to distribute to assistant principals and counselors. Mail danger of failing notices 4 times a year.

- Assist counselors with various counseling duties. Assist teachers with various duties, print student labels, provide student information, print rosters and schedules.
- Perform various other office duties as assigned by counselors or building principal.
- Coordinate with Registrar to verify enrollment information
- Coordinate with Registrar regarding ILA enrollment, grades, and creation of section numbers
- Gather signature form parents/guardians and teachers; input dates in Beyond SST or SIS
- Coordinate 504 meetings, schedule and send necessary documents to participants
- Maintain calendar for outside agencies
- Triage students for SEL issues
- Create master schedule with counselors and/or Admin.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- District student data systems
- Technical aspects of office operations.
- Office organization techniques.
- Principles and practices of training and work direction.
- Modern office practices, procedures and equipment.
- Complex record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Applicable sections of State Education Code and other applicable laws.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Operation of a computer terminal.

ABILITY TO:

- Prepare and maintain accurate student records, preparing and submitting reports for local, County, State and other ADA purposes.
- Maintain high standards of confidentiality, attendance and flexibility while working cooperatively with supervisors, coworkers and students.
- Practice ethical and professional standards of conduct.
- Train and provide work direction to others.
- Analyze situations accurately and adopt an effective course of action.
- Type at an acceptable rate of speed.
- Understand and follow oral and written directions.
- Work cooperatively with others.
- Establish and maintain effective working relationships with others.
- Operate a variety of office machines including a computer terminal, scanner, typewriter, adding machine and duplicating machines.
- Meet schedules and time lines.
- Maintain complex records and prepare reports.
- Communicate effectively both orally and in writing.
- Work effectively with constant interruptions.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment.
- Constant interruptions and noise.
- Extensive public contact

HAZARDS:

- Possible contact with confrontational parents and students.
- Exposure to blood pathogens, communicable diseases and head lice.

PHYSICAL ABILITIES:

- Dexterity of hands and fingers to operate a computer keyboard and office equipment.
- Sitting or standing for extended periods of time.
- Kneeling and bending.
- Reaching horizontally and overhead to retrieve and maintain files and to store supplies and records.
- Lifting and carrying light objects up to a maximum of 15lbs.
- Seeing to read materials
- Hearing and speaking to exchange information in person and on the phone.

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school and two years of clerical work including one year in maintaining student records. Knowledge of Word and Excel required; Aeries experience preferred; Bilingual preferred; First Aid Card preferred

BENEFITS: District benefit package includes Medical/Dental/Vision for employee + eligible dependents and Life Insurance for employee only.

APPLICATION PROCEDURE (CURRENT EMPLOYEES ONLY):

Please submit an application packet to Karla Aguirre/Human Resources Department
LETTER OF INTEREST elaborating on training, goals, and relevant experience. Please include detailed information regarding your technology experience and skills related to the requirements listed above.
LIST OF REFERENCES- Please provide 2 professional references and one current employment reference

APPLICATION PROCEDURE *(CANDIDATES NOT CURRENTLY EMPLOYED BY LAKE TAHOE UNIFIED SCHOOL DISTRICT IN A PERMANENT POSITION)*: Please submit an application packet to Karla Aguirre/Human Resources Department to include:
EDJOIN CLASSIFIED APPLICATION – www.edjoin.org
LETTER OF INTEREST elaborating on training, goals, and relevant experience. Please include detailed information regarding your technology experience and skills related to the requirements listed above.
RESUME
LIST OF REFERENCES- Please provide 2 professional references and one current employment reference

Questions regarding this position may be directed to: Karla Aguirre, Human Resources Department at kaguirre@ltusd.org

DEADLINE FOR APPLICATION: Open Until Filled
Lake Tahoe Unified School District is an Equal Opportunity/Affirmative Action/ADA Employer