



A World-Class Community of Learners

JOB DESCRIPTION

BAND	GRADE	SUBGRADE	WORKING CONDITIONS
B	2	2	

JOB TITLE	CONTRACT REFERENCE
High School Guidance Secretary	Clerical, Library, Health, and Computer Assistants

TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
High School Principal	August 2003

JOB SUMMARY

Maintains all student records and ensures effective guidance office operation.

TASK NO.	FREQUENCY	BAND/GRADE
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The essential functions of this job include, but are not limited to, the following fundamental job duties:

1.	Manages, creates, updates and compiles students records and schedules: <ul style="list-style-type: none"> Individual enrollment, all test scores, and photographs Transcripts including GPA, final subject grades and class rank Tracks all transfer students and their records Organizes weekly progress reports and their distribution 	40%	A1/B2
2.	Coordinates all grading and test scores: <ul style="list-style-type: none"> Communicates to teachers timeline and parameters for midterm and final grades Organizes the process for incompletes and missing grade reports Prints all grade reports and transcript material Compile and update state testing data base 	20%	A1
3.	Master schedule builder: <ul style="list-style-type: none"> Prepares registration guide and materials Assists with online registration process Analyze data and course conflicts, creates/deletes courses, and assigns rooms Builds master schedule with Assistant Principal Modify individual student schedules 	10%	B2

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4.	Supports guidance staff by performing the following tasks: <ul style="list-style-type: none"> • Arrange and schedule college representative visitations • Prepares official transcripts for colleges and NCAA for present students and alumni • Schedules all guidance center appointments • Provides telephone support for teachers, parents, other institutions, etc. • Solves technology problems regarding student information system • Creates templates and designs original documents • Prepares school statistical data reports for principal • Liaison for commencement materials • Facilitates high school scholarship program • Oversees all money for tests and scholarships • Prepares letters of reference and correspondence • Gathers data for end of year report on seniors and prepares document • Answer questions regarding programs in absence of counselors 	30%	A1
5.	<ul style="list-style-type: none"> • Other duties as assigned. 		N/B

QUALIFICATIONS (Specific training or job experience required before appointment)

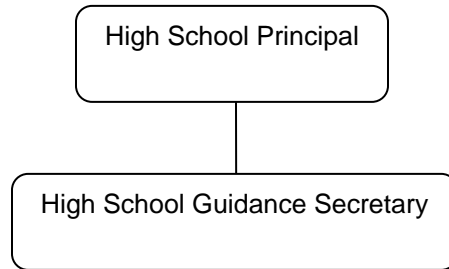
1. High school diploma or equivalent
2. Word-processing, data processing, and computer skills, interpersonal and organizational skills.
3. Ability to relate to and communicate with staff, students, and parents.
4. Patience and flexibility in working with staff, students and parents.
5. Familiarity with office equipment (copiers, fax, etc.).
6. Willingness to expand skills.
7. Ability to take direction of supervisor.
8. Ability to keep information confidential.

JOB TITLE

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CONTRACT REFERENCE

Clerical, Library, Health, and Computer Assistants

ORGANIZATIONAL RELATIONSHIPS

SYMBOLS**DIRECT SUPERVISION**

INDIRECT SUPERVISION

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WORK DIRECTION

ADVISE/INFORM

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PHYSICAL FACTORS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 25 pounds, occasionally being required to lift and/or move up to 40 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus

NON EXEMPT

Not to exceed 40 hours per week.