

High School and Intermediate School

TITLE: GUIDANCE SECRETARY

REPORTS TO: Intermediate – Principal
Secondary – Director of Guidance

QUALIFICATIONS:

1. An acceptable degree of proficiency in typing, stenography, and Microsoft Office
2. Experience as a clerk of secretary
3. Possess a basic knowledge of office procedures

JOB GOAL: To insure a smooth operation of the guidance program

PERFORMANCE RESPONSIBILITIES:

1. Prepares and finalizes working papers.
2. Prepares student transcripts, which includes:
 - Scholastic records
 - Personality records
 - Test Scores
 - Records of acceptance and rejections
 - Activities records
 - Recommendations
 - Class ranks
3. Communicates and answers questions on the telephone for parents and students.
4. Orients and prepares records for new students and transfers.
5. Prepares State and County reports.
6. Answers and prepares data for students, including
 - Test forms
 - Scholarships
 - Draft Board
 - Records Summer School
 - Personal problems
 - Credits
 - Grade placement
7. Dictation and correspondence for Director of Guidance and Counselor.
8. Makes appointments for colleges and employment representatives.
9. Operates all office machines.
10. Orders and takes inventory of supplies.
11. Failure notices mailed to parents.
12. Records teacher grade changes, as needed.
13. Maintains student database.
14. Any other duties assigned by Guidance Director or Principal.

TERMS OF EMPLOYMENT: As set forth in the collective bargaining agreement between the Board and the W.T.E.A.

EVALUATION: Annual in accordance with Board policy

APPROVED: August 3, 2004