

Job Title: Secretary - Guidance

FLSA Exemption Status: Non-Exempt

Term: Varies by location

Minimum Qualifications:

1. Not less than a high school diploma or general equivalency diploma;
2. At least one (1) year of experience so that with appropriate training, service may be provided in the specific role for which employed;
3. More than basic computer and clerical skills;
4. Good interpersonal and communication skills – must be able to multi-tasks and must be able to complete tasks in a timely manner in spite of almost constant interruptions; and
5. Meets health and physical requirements.

Job Objectives/Goals:

To assure the smooth and efficient operation of the Counseling Office and to continuously improve efficiency and accuracy in the performance of job responsibilities.

Responsibilities and Essential Functions:

1. Performs general office duties including but not limited to answering phones and directing calls, responding to or redirecting emails; opening, processing, and distributing mail, preparing, typing, and maintaining forms, reports correspondence, and memos.
2. Distributes reports as assigned, such as report cards, student schedules, and other appropriate reports. Maintains and maintains records of all student recommendations and transcripts.
3. Ensures a highly welcoming and cordial environment in the Counseling Office. Leads and role models a positive customer service atmosphere through greeting students, parents, and staff members. Maintains a high level of professionalism in all interactions and is solution oriented.
4. Assists with scholarship applications, homework/homebound assignments, college visit sign-ups and sign-ups for testing such as PSAT/NMSQT, ACT, ASVAB and AP Exams. Assists with standardized testing to include, preparing materials, assisting on test days and preparing completed materials for shipment.
5. Interacts with students and parents, schedules appointments with Counselors as needed.
6. Assists with enrollment of new students for upcoming school year and withdrawal of students from school.
7. Maintains confidentiality with all district information, including district and school population information.
8. Attends work on a regular and predictable basis.
9. Performs other duties as assigned in accordance with school policy, administrative regulations, state and federal laws.

Skills and Abilities Required:

Specific capacities and abilities may be required of an individual in order to adequately learn or perform a task or job duty.

1. Intelligence: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. Verbal: Ability to understand meanings of words and the ideas associated with them.
3. Numerical: Ability to perform arithmetic operations quickly and accurately.
4. Form Perception: To make visual comparisons and discrimination and see slight differences in shapes and shadings of figures and widths and lengths of lines.
5. Motor Coordination: Ability to coordinate the eyes and hands or fingers rapidly and accurately in making precise movements with speed.
6. Manual Dexterity: Ability to move hands easily and manipulate small objects with the fingers.

7. Color Discrimination: The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.

8. Data Perception: Ability to understand and interpret information presented in the form of graphs, charts, or tables.

Physical Demands:

This job may require lifting of objects that exceed twenty-five (25) pounds, with frequent lifting and/or carrying of objects weighing up to ten (10) pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Climbing
3. Stooping and/or kneeling
4. Reaching
5. Talking
6. Hearing
7. Seeing

Reports To: Building Principal

Disclaimer: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job.

