

TITLE: Secretary to Guidance Counselors

QUALIFICATIONS:

1. High school diploma
2. Ability to communicate effectively with the public
3. Computer literate

REPORTS TO: Principal

JOB GOAL: Provide efficient and confidential secretarial services to the guidance counselors and maintain an attitude that reflects positively on the operation of the school

JOB DUTIES:

1. Organize and manage routine operation of the guidance office
2. Receive and route all incoming calls efficiently
3. Maintain all changes to demographics in student management system
4. Maintain a list of all withdrawals and submit to enrollment office
4. Enter transcripts for new students in student management system
5. Prepare and mail requests for transcripts
6. Print report cards for students
7. Create and maintain all academic files for student's.
8. Maintain professional growth and competence through professional development **as per Board Policy 5.5 Personnel – Professional Development**
9. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
10. Perform other duties as may be assigned.

Essential Duties

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (an employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

