

## **SERIES 500 – PERSONNEL**

### **Support Staff Job Description and Evaluation – 560**

#### **Job Description of the Guidance Secretary (564.4)**

##### **Basic Function**

It shall be the basic function of the Guidance Secretary to perform the tasks listed in this policy and also perform other reasonable tasks at the direction of the Guidance Counselor, High School Principal, and District Administrator. The Guidance Secretary must have skills in communicating with students, parents, community members, staff, and administration in a positive way. Other skills include, but are not limited to; the ability to listen and follow directions, quality organizational skills, proper groom and dress, and the flexibility to handle the various unexpected duties that happen during the course of a school day.

##### **Qualifications**

The Guidance Secretary is required to have a high school diploma. Keyboarding and computer skills are necessary. Confidentiality of information available to the employee is critical.

##### **Reports to**

The Guidance Secretary reports primarily to the Guidance Counselor and High School Principal. At times, this position will also report and work with the District Administrator.

##### **Specific Responsibilities**

The duties and responsibilities of the Guidance Secretary consist of, but are not limited to the following:

##### **Transcripts and Scholarships**

- 1) Up-date and maintain accuracy of transcripts and class rankings.
- 2) Maintain records for scholarship due dates and applications for senior access.
- 3) Contact scholarship sponsors to verify that scholarships are still being offered.
- 4) Send completed scholarship applications to outside school scholarship committees.
- 5) Prepare final listing of scholarships and amounts to Financial Assistant.
- 6) Communicate scholarship recipient list with local media.
- 7) Work with Guidance Counselor in the organization of Awards Night presentation of scholarships.

- 8) Review junior grade level transcripts for graduation status for the following year. Then communicate this with the Guidance Counselor and High School Principal.
- 9) Print and mail final transcripts to colleges for students who will be attending college that fall.

### **Grading**

- 1) Verify that Skyward course and grading set-ups are correct.
- 2) Prepare, Print, and distribute progress reports and report cards for grades 7-12.
- 3) Keep up-dated honor roll list and distribute them to Guidance Counselor and High School Principal.
- 4) Keep up-dated D & F list and distribute them to Guidance Counselor, High School Principal and Athletic Director.

### **Scheduling**

- 1) Prepare course description booklets and registration materials for students.
- 2) Input student data of class requests.
- 3) Prepare 7<sup>th</sup> and 8<sup>th</sup> grade schedules.
- 4) Work with students to refine schedules and that they all have required classes towards graduation.
- 5) Create class lists and distribute to teachers.

### **Miscellaneous**

- 1) Maintain student records at the 7-12 grade levels.
- 2) Keep weekly newsletter and morning announcements updated regarding information and deadlines related to the guidance department.
- 3) Ensure senior diplomas are printed and ready at graduation.
- 4) Order Valedictorian and Salutatorian plaques and honor cords for graduation.
- 5) Cooperate with the Guidance Counselor in preparing field trips and workshops, along with PSAT and ASVAB Testing.
- 6) Prepare and submit the PI-1215 Report (Course Offerings Report) to DPI.
- 7) Complete the VEERS Report.
- 8) Work with Guidance Counselor in planning National Honor Society applications, selection and banquet and activities.
- 9) Ensure GED and Youth Options student successfully complete their programs.
- 10) Check all credit requirements for graduating seniors.
- 11) File and store senior student records.
- 12) Prepare files for incoming 7<sup>th</sup> graders.
- 13) Fill in for High School and Elementary Secretaries when needed or if the High School Secretary is unavailable.
- 14) Prepare necessary back-to-school materials as requested during the summer.
- 15) Any other reasonable request of the Guidance Counselor, High School Principal or District Administrator.

### **Evaluation of the Guidance Secretary**

The Guidance Secretary will be evaluated once annually prior to June 30 by the School District's Guidance Counselor and High School Principal. The evaluation will cover the ability of the employee to perform the list of duties on this policy, perform skills listed on the basic function section of this policy, and will also be evaluated on general employability skills not listed on this policy. (ie. attendance, efficient use of work time, etc....) The evaluation will describe skills the employee does well and will give recommendations in areas that the employee needs improvement. The Guidance Secretary can request a meeting over the evaluation with the District Administrator within five (5) business days of receipt of the evaluation. The employee may add an addendum to the evaluation as well.

Approved: 1/22/07