

HS Guidance Secretary

Desired Qualifications:

High school diploma.

Ability to perform the secretarial and clerical functions of the school.

To act as a liaison between the public and the school, and in so doing promote the general image of the total school system.

Ability to work with counselors, administrators, teachers, staff, students, and parents.

Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports to:

HS Building Principal

Position Goal:

To promote the educational enterprise through service to the guidance department, students, teachers, parents, and the public. To handle promptly and accurately all student activity and hot lunch accounts and to assist administrators with all paper work in the office.

Functions of HS Guidance Secretary:

Process mail for the counseling office.

Types any correspondence requested by the counseling staff.

Answers phone and takes messages when needed.

Keeps track of inventory for counseling offices.

Arranges counseling materials as directed by the guidance department head.

Files counseling materials as needed.

Issues and collects scholarship applications.

Contacts personnel responsible for local scholarships concerning deadlines, application process, etc.



DENISON COMMUNITY SCHOOLS

Establishes and conducts a check-out system for all counseling materials.

Keeps an activity calendar for the counseling staff.

Makes phone calls to colleges concerning students records, transfers, etc.

Unpacks and helps to organize materials for I.T.E.D.'s to be distributed to each room.

Assists administrators and/or administrative secretaries as directed.

Sends college applications and attaches transcripts. Sends transcripts when requested.
Updates transcript book.

Fills in for the counselors in case one of them is caught up in a crisis or emergency situation (noon duty, seminar supervision).

Schedules rooms for staffings and visitors meeting with students.

Schedules all college and military visitations for students.

Writes passes for students to return to class and for passes to visit college or military representatives.

Schedules college visits for seniors.

Posts hall bulletins and posters throughout the building.

Distributes daily mail for staff.

Writes announcements for the bulletin that pertain to counseling.

Assists in the preparation of awards day.

Posts current information concerning colleges, careers, scholarships, etc.

Be familiar with materials in the counseling library so as to direct students and the public to find the needed information.

Delivers materials to other district buildings, the alternative school, or WIT.

Improves the filing system and updates all information on education, careers, etc.

Assists with getting ready for financial aid night.

Contacts the local press to supply needed information on counseling activities.

Issues PSAT, ACT, and SAT information.

Inventories and removes all outdated information and writes for current information concerning the latest careers.

Conducts the correspondence on graduate surveys.

Duplicates materials for the counseling staff.

Print materials as requested by the Central Office.

Maintains lunch accounts for the high school.

Sells daily lunch tickets, reports daily lunch sales, prepares report of actual daily count of lunches served.

Maintains free/reduced lunch records.

Other duties as assigned.

Terms of Employment:

Salary and benefits to be determined by the Board of Education.

Evaluation:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of support services personnel.