

BERKELEY COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Guidance Secretary (D)

FLSA: Non-exempt

GENERAL SUMMARY

Under general supervision assists in ensuring that the district **Vision, Mission and Goals** are achieved and performs various routine-to-moderately complex clerical and secretarial work to help ensure efficient and effective Guidance Office operations; provides assistance to supervisor, co-workers, students and the general public as required. Guidance Secretary reports to the Guidance Director and/or Principal.

ESSENTIAL FUNCTIONS

Answers the telephone; provides accurate information to callers and/or forwards calls to appropriate staff person. Greets office visitors and performs customer/public service duties as required;

Assists supervisor and other school staff by performing a variety of routine to moderately complex clerical and secretarial duties, which may include but are not limited to preparing reports and correspondence independently or from dictation, compiling data for reports, scheduling meetings and appointments, maintaining calendars, etc;

Prepares, types, processes, copies, files, transmits and/or mails various routine and confidential letters of correspondence, applications, forms, records and reports;

Performs routine clerical duties as necessary, including copying and filing documents, collating materials, faxing information, maintaining logs and mailing lists, processing mail, ordering supplies, etc;

Assists supervisor in implementing various guidance programs as requested;

Coordinates new student enrollment;

Processes new student / student withdrawal paperwork; informs appropriate teachers of student status;

Establishes, maintains and updates student permanent records; provides student record information to teachers, administrators, other school personnel, parents, etc., as requested and appropriate;

Greets new students on the first day of school; provides assistance in locating classes; assists in preparing student ID's, issuing textbooks, etc.; greets and gives school tours to parents;

Escorts students to and from counseling sessions as necessary;

Schedules and notifies all participants of SAT and Section 504 meetings;

Processes homebound student applications;

Coordinates with teachers to ensure homebound or sick students receive necessary class assignments and assistance as necessary;

May coordinate special programs such as school's tutoring, job shadowing, Student of the Month and other programs;

Responds to inquiries and requests for assistance from school / District personnel, parents, and the general public;

8-25-10

Interacts and communicates with a variety of individuals and groups, which may include the immediate supervisor, other District administrators and staff, school personnel, students, parents/guardians, sales representatives, various outside organizations and professionals, and the general public; and

Performs other related duties as required.

JOB SPECIFICATIONS

Education and Experience:

Job requires a high school diploma or equivalent with a degree in Business or three years of verified secretarial, business or technical related experience.

Knowledge:

Job requires knowledge of Business English, grammar, spelling, punctuation, mathematical computation; working knowledge of departmental policies, procedures, and operations; general knowledge of the principles of office management and of modern office procedures, systems and equipment such as typewriters, calculators, word processors; and knowledge of the records and reports which must be prepared and maintained.

Skills/Effort:

Job requires the ability to maintain standards of accuracy in exercising duties; ability to work on confidential assignments and secretarial tasks; ability to type clear copy at the minimum required rate; skill in the use of general office equipment such as calculators, word processors, typewriters, computer, switchboard, etc; good written and verbal communication, organization, mathematical, organizational, and telephone skills.

Working Conditions:

Working condition is in an office environment with no significant exposure to environmental conditions. Job requires ability to work under a degree of stress related to duties that required constant attention, and meeting deadlines. Physical demands are restricted to office work requiring lifting/moving of items up to 35 pounds. Job requires the operation of standard office equipment. Nature of job requires frequent use of computer and monitors for long durations. Berkeley County is a smoke free district.

Responsibility:

Budgetary responsibilities

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES:

_____	Date: _____
_____	Date: _____
_____	Date: _____