Guidance Secretary

Terms of Employment: 11-months

Exemption Status: Non-Exempt

Salary: $24,483 - $42,801  AFSCME
Scale: UA Grade 7-8

QUALIFICATIONS

- Possess positive human relation skills.
- Demonstrated aptitude for successful performance of duties and responsibilities listed below.
- Good computer literacy skills (MS Word, Excel, PowerPoint, Internet, etc.).
- Exhibits ability to compile data accurately and concisely.
- Capacity to work with pupils, teachers, parents, administrative personnel and school visitors in a manner conducive to good working relationships.
- Knowledge of efficient office practices and procedures.
- Ability to react effectively to various simultaneous inquiries and situations.
- Good oral and written communication skills.
- Ability to collaborate with others, follow up and work independently.

ESSENTIAL JOB FUNCTIONS

- Works in the Counseling Office as a receptionist to assist students, parents, teachers and visitors.
- Assists with scheduling student/parent conferences.
- Answers telephone calls in a polite and helpful manner.
- Assists with special projects. Such as parent/student orientations, award/graduation programs etc.
- Completes paperwork for enrollment/registration/transfer of students.
- Registers all new pupils and requests prior school record, withdraws transferring pupils and forwards permanent school records or copies (when out of state).
- Insures that appropriate staff is notified of new students as well as withdrawals.
- Acts as a custodian of documents and records.
- Organizes files, assists with updating student records.
- Composes and prepares confidential correspondence, reports and other documents.
- Creates and maintains a log of all incoming and outgoing student records and requests for records.
- Performs related duties as assigned by counseling department chair and school administrator.

EDUCATION AND WORK EXPERIENCE

- High School Diploma.

ENVIRONMENTAL FACTORS & PHYSICAL REQUIREMENTS
The environmental factors and/or physical requirements of this position include the following: While performing the duties of this job, the employee is required to have ordinary ambulatory skills sufficient to visit other locations; and the ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10-50 pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard. The employee frequently is required to sit, reach with hands and arms, talk and hear.

Charles County Public Schools reserves the right to re-advertise and modify the content of vacancy announcements at any time; however, this may be the only notice for this position during the noted advertisement period.

The Charles County public school system does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability in its programs, activities or employment practices. For inquiries, please contact Kathy Kiessling, Title IX/ADA/Section 504 Coordinator (students) or Nikial M. Majors, Title IX/ADA/Section 504 coordinator (employees/ adults), at Charles County Public Schools, Jesse L. Starkey Administration Building, P.O. Box 2770, La Plata, MD 20646; 301-932-6610/301-870-3814. For special accommodations call 301-934-7230 or TDD 1-800-735-2258 two weeks prior to the event.

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