

Elkhart Community Schools
Position Description

Position Title:	Guidance Secretary		
Qualifications:	Required: Public relations capabilities. Secretarial skills such as typing, filing, and communications capabilities. Desired: Knowledge of Microsoft Office with a strong background in Excel. Experience with student management systems of database applications. Previous school or related secretarial experience. Regular and timely attendance.		
Department:	Guidance Office		
Reports To:	Guidance Chairperson and Office Manager		
Prepared By:	Cheryl Waggoner	Date:	November 17, 2015
Approved By:	W. Douglas Thorne	Date:	November 17, 2015

SUMMARY: To perform clerical duties of the Guidance Department in meeting the department's function.

ESSENTIAL DUTIES AND RESPONSIBILITIES (*Other duties may be assigned*)

1. To cooperate and communicate with students, staff, and parents in answering questions and assisting with the total guidance function.
2. To maintain accurate records of all CTE District 8 students using the INTERS database software and meet state deadlines for reporting student enrollment.
3. To correct student schedule data in compliance with program changes and to maintain current class numbers.
4. Collect, enter, and disaggregate various data as requested by administrators and the guidance office.
5. To assist the guidance department as assigned in the student scheduling process.
6. To update teacher class lists at the beginning of each semester.
7. To request from teachers and record student grades.
8. To assure the accuracy of, and record on data sheets, the enrollment, grades, and attendance information of students attending Elkhart Area Career Center.
9. To assign student lockers and assure they are cleared and materials returned to proper teachers at the end of the year.
10. To request from teachers and report to sending schools any student obligations prior to commencement (for seniors).
11. To revise, copy and distribute yearly enrollment materials including the guidance pamphlet for students, pre-enrollment forms, course description booklets, and follow up study of graduates.
12. To request, file, maintain and update all educational and occupational information materials and areas.
13. To assist students and staff in obtaining desired information.
14. To gather requested lessons and assignments for students who are absent.
15. To arrange appointments of various representatives visitations, and to assign students and available rooms.
16. To assist as requested in collecting and distributing necessary graduation information.
17. To maintain updated inventories and to request and receive all guidance department supplies and materials.
18. To compose, transcribe, type, copy and duplicate materials and correspondence for the department and building administrators.
19. To keep complete and accurate files of all official business transacted through guidance office.
20. To answer all guidance telephones, intercepting calls to counselors when in conference, researching answers and responding to as many calls as possible.
21. To assist in developing guidance materials and information for the school's handbook and guides.
22. To assist in mailings as requested by the guidance chairperson and office manager.

23. To attend, take notes and participate as requested in meetings such as those called by guidance chairperson, office manager and administrators.
24. To attend INTERS workshops as requested.
25. To receive emergency calls and refer them to the proper person or otherwise treat them in a responsible manner.
26. To maintain confidentiality and ethical standards in all school or school system matters.
27. To perform such duties usually the responsibility of other secretaries during peak work-load times or in the absence of the other secretaries.
28. To perform such other duties as may be assigned by the Guidance Chairperson, Office Manager, and school administrators.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school graduate or general education degree (GED); one to three years related experience and/or training; or equivalent combination of education and experience.

Language Skills: Ability to read and interpret documents such as computer software manuals and procedure manuals. Ability to write procedures for employees and communications to employees. Ability to communicate with employees to train.

Mathematical Skills: Ability to add, subtract, multiply and divide all units of measure, using whole numbers and decimals. Ability to compute rate, ration, and percent.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Other Skills and Abilities: Experience working with computers is necessary. Microsoft Excel experience is preferred. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all district requirements and Board of Education policies.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is continuously required to sit, stand, walk, use hands to finger, handle, or feel objects; operate computers and other office machines and equipment; reach with arms and hands; talk and hear on the telephone and in other interactions.

The employee must have the ability to lift and move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. There are no environmental hazards indicated for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low to moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.