



Middle School Guidance Secretary Job Description

Date Updated: December 2020 FLSA Status: Non-Exempt
Reports To: Principal Employee Group: Support Staff
Days Per Year: 205 Hours Per Day: 8
Salary Range: H7

Job Summary:

Provide support to the Guidance Department in a manner that is professional, warm, friendly, and complies with confidentiality requirements.

Primary Duties and Responsibilities:

1. Perform receptionist and clerical duties for the guidance department and serve as administrative assistant for the building and school counselors. Items include but are not limited to:
 - a. Perform clerical duties including filing, typing correspondence and reports, answering telephones, copying, faxing, word processing, calendar/transportation/room reservations, and maintaining spreadsheet applications.
 - b. Provide coverage in the main office when requested.
 - c. Maintain student academic files and purge information according to Special Services requirements.
 - d. Upon parental or administrative request, collect homework for students who are absent.
 - e. Assist with the withdrawal process and forward student records to requesting schools. Oversee and maintain accurate "Student Inactive" files.
 - f. Devise and maintain recording plan for tracking 504's, Affidavits, non-custodial parent communications and reporting, honor roll statistics, failures, summer school and homeroom competitions.
 - g. Assist counselors, administration, and outside agencies with planning and conducting meetings, building tours –transfer assessment, grading and coordination of materials for counselors.
 - h. Assist in gathering and displaying data for building purposes
 - i. Assist principal with building the Master schedule in student information system and entering course data, and faculty information for scheduling and grade reporting.



2. Assist with planning, recording and disseminating information for staff, students, building events, student activities, student referrals, safety and security, and end of year/upcoming school year. Items include but are not limited to:
 - a. Assist with organizing the Student of the Quarter or other student recognition events as needed.
 - b. Plan and disseminate quarterly report cards, honor rolls, interim progress reports, student schedules, report cards, teacher schedules, restricted list, non-custodial report mailings, Student of the Quarter and press releases.
 - c. Maintain and utilize student information system for all student data and information for state reporting purposes, scheduling, grade reporting, etc.
 - d. Compile data for and organize year-end Awards Assembly every year for Academic Excellence and Presidential Awards including ordering awards, creating and printing certificates, and assembling awards.
 - e. Assign lockers, Homeroom, and FLEX at the start of the school year and continue throughout the year as new students come into the district.
 - f. Disseminate MDE forms to teachers and collect information for special education office following state mandated timelines.
 - g. Assist new students with the admissions process; procuring proper documentation, entering student information data, placement testing, course selection & scheduling data, retaining transportation and child nutrition information.
3. Assist with the administration of state and local assessments. Items include but are not limited to:
 - a. Leading all aspects of preparation, distribution, and collection.
 - b. Compile accurate student information for testing requirements.
 - c. Develop building communications and keep lines of communication open with the building principal.
 - d. Assist the building principal, as needed, with building assessment procedures.
 - e. Enter data to pre-populate PVAAS to give a head start in verifying rosters.
4. Perform other duties as assigned by the Middle School Principal.

Qualifications:

- One (1) year experience as a secretary preferred
- High school diploma or equivalent necessary
- Diploma from an accredited secretarial training program preferred
- Submission of pre-employment medical examination (Section 148 of the PA School Code)
- Submission of the following clearances:
 - PA State Criminal History Record (Act 34 & Act 114)
 - PA Dept. of Public Welfare Child Abuse History Clearance (Act 151 & Act 114)
 - Federal (FBI) Background Check (Act 24)
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable



Physical Demands:

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Ability to use both hands for repetitive motion
- Some stooping, kneeling, bending and twisting of the body required
- Ability to lift and/or carry supplies and/or papers weighing no more than 20 lbs.
- Ability to mostly sit with some walking, standing or moving throughout the work environment

Sensory Abilities:

- Visual acuity
- Auditory acuity

Work Environment:

- Typical office environment
- Subject to inside and outside environmental conditions

Temperament:

- Must possess excellent interpersonal relationship and customer service skills
- Must be cooperative, congenial, and service-oriented
- Must be able to work in an environment with frequent interruptions

Cognitive Ability:

- Ability to follow written and verbal directives
- Ability to read and write
- Ability to communicate effectively
- Ability to organize and prioritize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

Specific Skills:

- Must possess computer technology skills, familiarity with Microsoft Office Suite and Google Docs
- Ability to operate various school/office equipment
- Must appropriately handle confidential information

All job functions are to be executed through the lens of high quality, customer service. Customers are defined as both internal and external clients. Examples demonstrative of high quality customer service may include, but are not limited to, the following:



- Prompt responsiveness to inquiries
- Professional and courteous verbal and nonverbal communication
- Proactive problem solving

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)

Print Name

Signature

Date