

GUION CREEK MIDDLE SCHOOL

Job Responsibilities:
SECRETARY-Registrar
Hours: 8:30am-4:30pm

Reception for Main Office:

- Assist parents, students, teachers and visitors who come into the Main Office.
- Respond to pages from classrooms.
- Backup answering main phone line.
- Cover reception desk when receptionist goes to lunch and restroom.
- Answer telephones from 4:00 – 4:30 p.m. on a rotation basis with receptionist.

Greet Substitute Teachers:

- Greet substitutes daily and refer them to the Principal's Secretary.

Attendance:

- Answer attendance phone calls and input info on Skyward daily.
- Follow-up on unverified absences daily.
- Generate and mail attendance letters.
- Track, count and submit ADM counts as requested

Enrollment and Withdrawal of Students:

- Enrollment of new students – verify residency and custody (legal parent/guardian), obtain immunization records, complete paperwork, enter info on Skyward, create student accum folder, advise counselor of new enrollee for scheduling, complete bus pass, obtain schedule from counselor, have students picture taken for ID card, add student to 'enrollment log' and advise Treasurer of new enrollee for book rental.
- Assist and complete registration for all new and returning students
- Scan and attach all documents received from families to the student's account on Skyward.
- Withdrawal of students – complete 'Exit Interview' and 'Student Withdrawal' forms and copy, inactivate student on Skyward, advise counselor and team of withdrawal, file completed forms in accum folder, add student to 'withdrawal log'.
- At beginning of school year verify 'No Shows' through attendance and registration info. Input Marion County public schools in Skyward unless a records request was received from another school. Investigate student's whereabouts. Move accum folders to withdrawal files.

Student Accum Records:

- Request records for new students. Follow-up to verify that records are received. Re-request records until they are received.
- Copy and send records as requested from other schools, Juvenile court and Probation, and other organizations (ie. disability bureau, child welfare, etc.). Records should be sent within 2 days of receipt of records request.
- File incoming information, including ISTEP and NWEA reports, in student records.
- Pull files for withdrawn and no-show students from active files and place in "withdrawn files".
- Purge withdrawn files to dead files.
- Coordinate and file incoming 6th grade files.
- Send 8th grade files to the Pike Freshman Center. Include a copy of the report card and transcript in each student file and a second bundled set of transcripts.
- Maintain discipline files. Add files for students as discipline incidents occur.

Work with Social Worker on Residency Issues.

- Must check returned mail
- Report to Social Worker students with attendance issues
- Research returned mail with bad addresses to determine if student has moved; make phone calls to parents; send letters for residency update information; make changes to Skyward and enrollment as needed

Student ID Cards:

- Make ID cards (take pictures, print and laminate) for new students.
- Make replacement cards for students who have lost their cards. Collect money from students for the replacement card and give the student a receipt. Turn in collected money and copy of receipts to Treasurer on a daily basis.

Telephones:

- Update and record messages on main phone line.
- Contact telephone help desk to resolve telephone problems.

Mail:

- Distribute incoming mail in staff mailboxes.
- Distribute faxes in staff mailboxes.

Maintain Photocopiers:

- Stock paper in office copier room as needed.
- Maintenance on copiers (toner, staples, paper jams)
- Contact IKON / Copier Consultants to resolve copier problems.
- Report copy counts to IKON monthly.

Mailings

- Print, prepare and mail out items needing to go families

Back-up Clinic and Receptionist during lunches.**Other duties and responsibilities as requested.**