

South Western School District
Position Description
POSITION TITLE | Guidance Secretary

TERMS OF EMPLOYMENT:

12 month (260 days) Full Time (40 hours per week) Status Non-Exempt

JOB CLASSIFICATION:

Support Staff - Secretarial

POSITION QUALIFICATIONS:

- High school diploma or equivalent (required).
- Associate degree in business, office administration, or related field (preferred).
- Experience working in a K–12 public school setting, particularly in a secretarial or administrative support capacity (preferred).
- Demonstrated ability to perform general office procedures and manage clerical responsibilities.

REPORTS TO:

Building principal

WORK ENVIRONMENT:

The Guidance Secretary works directly with the faculty and staff of the building to which they are assigned. They will work most closely with the other office staff including Guidance Counselors and administrators.

JOB SUMMARY:

The Guidance Office Secretary provides administrative and clerical support to the school counseling department. This position assists in the efficient operation of the guidance office by maintaining student records, supporting student enrollment and withdrawal processes, facilitating communication between counselors, families, and external agencies, and ensuring the accuracy of data related to student programming and services. The secretary serves as a vital point of contact for students, staff, families, and the public and contributes to the effective delivery of guidance services throughout the school year.

ESSENTIAL TASKS:

- Perform a variety of secretarial and clerical duties such as typing, answering phones, filing, and distributing mail.
- Maintain accurate and up-to-date child accounting records.
- Assist with scheduling appointments for school counselors.
- Maintain monthly reports on student movement in or out of the district and share with appropriate departments.
- Process documentation for students on tuition, tuition waiver, foster care, affidavits of residency, and those attending LIU or similar programs.
- Support the processing and distribution of student transcripts as requested.
- Prepare and distribute student report cards.

- Prepare Honor Roll lists and coordinate distribution to relevant parties (e.g., booster organizations).
- Register and withdraw students, request incoming records, and send out cumulative records when appropriate.
- Assist with copying, scanning, and faxing duties for the guidance department.
- Coordinate mailings to designated grade levels and assist with communication to military recruiters per federal guidelines.
- Enter and maintain post-graduate demographic information.
- Assist counselors with AP testing coordination and logistics.
- Input and verify student data as part of the PIMS reporting process.
- Provide support for mentorship programs such as Mustang Mentors.
- Assist with organizing parent/teacher conferences.
- Coordinate information and services for foreign exchange students.
- Manage documentation and tracking for foster care, affidavits of residency, and homelessness support services.
- Perform other duties as assigned by school counselors or administration.

KEY PERFORMANCE INDICATORS (KSA):

Knowledge

- Knowledge of general office procedures and clerical practices.
- Familiarity with student records systems and confidentiality standards (FERPA).
- Understanding of district processes for enrollment, withdrawal, and student record maintenance.
- Awareness of federal and state regulations related to student services (e.g., PIMS, foster care, AP testing).
- Understanding of school operations related to academic support, mentorship programs, and parent engagement.

Skills

- Proficient in Microsoft Office (Word, Excel, Outlook) and Google Suite (Docs, Sheets, Calendar).
- Skilled in maintaining organized filing systems, databases, and paper/electronic records.
- Strong written and verbal communication for internal and external correspondence.
- Accurate data entry and reporting, including post-secondary and PIMS data submissions.
- Ability to manage office equipment (copiers, scanners, fax machines).
- Effective time management and the ability to multitask during peak periods.

Abilities

- Ability to maintain strict confidentiality in all aspects of student and staff information.
- Ability to build collaborative relationships with counselors, teachers, students, and families.
- Ability to handle sensitive situations with discretion and professionalism.
- Ability to work independently while managing multiple priorities in a busy office environment.
- Ability to support the goals of the counseling department and overall school mission.
- Ability to adapt to new procedures and technologies as district needs evolve..

Able to hear with 40 decibel loss maximum and see with acuity of 20 inches or less and far acuity of at least 20 feet normal depth perception, field of vision and accommodation. Must be able to reach above and below the waist, walk and use fingers to pick, feel and grasp objects.

Requires use of both hands for repetitive motion. Some bending and twisting of the body required. Lifts/carries supplies and papers weighing no more than 40 lbs. Typical office environment with ability to sit eighty percent (80%) of workday.

EEOC

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