

Hutchinson Public Schools Job Description

Job Title: Hutchinson High School Counseling Secretary/Registrar
Department: Secretarial
Reports To: Building Principal
FLSA Status: Nonexempt
Prepared By: Human Resources, December 30, 2016
Approved By: Board of Education, January 23, 2017, June 3, 2021

SUMMARY

Work with and at the direction of the principal and counseling department head to complete registrar and secretarial responsibilities in the counseling department by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Includes the following: Other duties as assigned.

- General secretarial duties and triage office visitors for all School Counselors, School Psychologist, and other professionals
- Positive face-to-face parent/student/staff contact
- Manage phone calls
- Utilize Skyward by entering ACT scores, scheduling students into seminar sections, change and update student demographics, etc.
- Use Microsoft Office – Word, PowerPoint, Outlook, and Excel which may include (but not limited to): mail merge letters, newsletters, pamphlets, labels and envelopes, data and charts, certificates, and assist with the planning of events such as graduation, the annual awards assembly, etc.
- Filing, such as: transcripts for both active and inactive students, incoming 9th grade cumulative folders and outgoing 12th grade folders
- Supervise Office Aides: train to answer phone and assist with general office duties
- Graduation Ceremony (ordering diplomas, designing the program, finalizing walk list, etc.)
- Assist counselors with recording historical grades on transcripts from various sources: schools, learning centers, detention facilities, etc.
- Send/receive transcripts and information to/from other schools
- Assist in enrollment of new students as they enter HHS throughout the school year
- Maintain the calendar for the conference room
- Provide a physical and emotionally safe environment for all students
- Serves as office manager for the counselors by ordering equipment and supplies as well as maintaining the overall functioning and aesthetic environment of the counseling office
- Serve as a school Registrar and signing official documents as needed. Notary Public license will be a requirement upon employment.
- Assist counselor in processing all scholarship applications, file local scholarships and assist in distributing applications to scholarship committees.
- Assist with awards assembly program
- Other duties as assigned

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS

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

Certificate/diploma from college or technical school; or three to six months related experience and/or training; or

equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

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.

CERTIFICATES, LICENSES, REGISTRATIONS

Notary Public required

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 regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

ACKNOWLEDGMENT

I have read and understand the essential functions of the position set forth in this Job Description and certify that I am capable of fully performing each of said essential functions without accommodations or with the following accommodations:

I understand that any misrepresentation regarding my abilities to perform the essential functions of the position may result in disciplinary action including termination of employment. I also understand that punctual and regular attendance is a specific condition of continued employment in accordance with District policies.

Further, this Job Description is not intended as a contract of employment, nor to be construed as a guarantee of employment for any specific period of time or any specific type of work. I agree and acknowledge that my employment is "at will" and can be terminated, with or without cause or notice, at any time by USD 308 or myself.

Signature: _____ Date: _____

Printed Name: _____