



EDUCATION . . .  
*Road To Success*

## HANCOCK PLACE SCHOOL DISTRICT

**SECTION:** 500 Support Staff Positions  
**TITLE:** 010 Guidance Secretary (Elem & MS)

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<b>TITLE:</b>	Guidance Secretary (Elementary and Middle School)
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>* High level of competence in clerical, computer, and computational skills.</li><li>* Previous experience in school district business office is preferred.</li><li>* High school diploma or higher.</li></ul>
<b>REPORTS TO / EVALUATED BY:</b>	Guidance Counselor, Building Principal, Assistant Principal, Assistant Superintendent, and Superintendent
<b>TERM OF POSITION:</b>	<p>11-months</p> <ul style="list-style-type: none"><li>* The Guidance Secretary will serve the total number of student days in session, plus 10 work days prior to the start of the school year and 10 work days following the close of the school year (typically between 195 - 200 days).</li><li>* The Guidance Secretary will serve a total of 7-1/2 hours per work day.</li></ul>
<b>SALARY:</b>	Negotiable
<b>VACATION:</b>	None
<b>JOB GOAL:</b>	The goal of the Guidance Secretary is to provide the necessary clerical responsibilities to assist the guidance counselor and building administrators in the smooth, prompt, and efficient operation of the school office.
<b>RESPONSIBILITIES:</b>	<ul style="list-style-type: none"><li>* Welcomes and greets visitors to the school office.</li><li>* Answers phone, arranges appointments, and screens visitors.</li><li>* Assists in typing of correspondence, reports, labels, memos, etc., as instructed.</li><li>* Maintains a complete and systematic filing system.</li><li>* Supervises all permanent student record files and maintains a log of all files requested, sent, and returned by teaching staff.</li><li>* Monitors, collects, compiles, enters, and maintains accurate computer records of all students in the respective building.</li><li>* Requests records/transcripts on all new students enrolling in the building.</li><li>* Ensure that all necessary paperwork has been completed and submitted for each student including proof of residency, immunization record, birth certificate, emergency contact form, medical information form, lunch form, etc.</li><li>* Respond to transcript requests from other school districts and maintain a log of all records sent.</li><li>* Enter, process, and print all student schedules, and print class rosters for teachers.</li><li>* Process and mail all progress reports and report cards.</li><li>* Maintain student GPA's and make changes to permanent records as needed.</li><li>* Maintain honor roll lists and print and distribute certificates each quarter.</li><li>* Maintain all former withdrawn or dropped student record files.</li><li>* Gather student's homework when ill, on homebound, or suspended.</li><li>* Maintains confidentiality of all school-related matters.</li></ul>



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- \* Prepare and submit all guidance reports as requested by the guidance counselor, building administrators, and/or Central Office administrators.
  - \* Prepare and submit all reports as requested by the district's auditors.
  - \* Perform all other duties as dictated by law and/or assigned by the Guidance Counselor, Building Principal, Assistant Principal, Superintendent, or Assistant Superintendent.

**Hancock Place School District**  
**Date Approved: December 14, 2005**