



EDUCATION...
Road To Success

HANCOCK PLACE SCHOOL DISTRICT

SECTION: 500 Support Staff Positions
TITLE: 011 Guidance Secretary (HS)

TITLE:	Guidance Secretary (High School)
QUALIFICATIONS	<ul style="list-style-type: none">* High level of competence in clerical, computer, and computational skills.* Previous experience in school district business office is preferred.* High school diploma or higher.
REPORTS TO / EVALUATED BY:	Guidance Counselor, Building Principal, Assistant Principal, Assistant Superintendent, and Superintendent
TERM OF POSITION:	<p>12-months</p> <ul style="list-style-type: none">* The Guidance Secretary will serve a total of 52 calendar weeks (260 work days), beginning July 1 and ending June 30 in each fiscal year.* The Guidance Secretary will serve a total of 8 hours per work day.
SALARY:	Negotiable
VACATION:	<p>5 days after 1st year of service; 10 days after 2nd year of service; 15 days after 5th year of service</p>
JOB GOAL:	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.
RESPONSIBILITIES:	<ul style="list-style-type: none">* Welcomes and greets visitors to the school office.* Answers phone, arranges appointments, and screens visitors.* Assists in typing of correspondence, reports, labels, memos, etc., as instructed.* Maintains a complete and systematic filing system.* Supervises all permanent student record files and maintains a log of all files requested, sent, and returned by teaching staff.* Monitors, collects, compiles, enters, and maintains accurate computer records of all students in the respective building.* Requests records/transcripts on all new students enrolling in the building.* 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.* Respond to transcript requests from other school districts and maintain a log of all records sent.* Assists the guidance counselor in entering the Master Schedule into the computer.* Enter, process, and print all student schedules, and print class rosters for teachers.* Process and mail all progress reports and report cards.* Enter all student grades, test scores, and credits received from other educational institutions, including summer school, vocational school, night school, correspondence classes, etc.* Maintain student GPA's and make changes to permanent records as needed.



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- * Issue the honor roll lists for each quarter and semester to the building administrators.
- * Issue the class rank lists for each quarter and semester to the building administrators.
- * Assist coaches and activity sponsors in determining student eligibility and provide grades.
- * Assist the A+ Coordinator with necessary student information.
- * Maintain all former withdrawn or dropped student record files.
- * If a student withdraws or drops, send appropriate forms to teachers for signatures, send information to VICC office (if applicable) and Central Office, and provide GED information to student and parents.
- * Gather student's homework when ill or suspended.
- * File discipline reports in student permanent record file.
- * Organize, prepare, and send for microfilming, every five years, records of all graduated seniors. Two copies will be made, one of which will be kept in a fire-proof safe within the district and the other will be kept at Lemay Bank.
- * As the building's custodian of records, respond to subpoena inquiries and deposition notices.
- * Assist the counselor in scheduling students for testing and in preparation of the testing site.
- * Collect applicable testing fees from students.
- * Provide ACT packets to interested students.
- * Mail all test results to parents.
- * File IEP notifications and file IEP in permanent records; circulate IEP's among staff for review and signature; complete special school district transfer/reactivation form for incoming students; and provide schedules and grades to special school district teachers.
- * Serve as the district's contact for the branches of the armed services; schedule visits by armed services representatives; display posters and provide sign-up sheets; provide and mail college applications for students; and maintain college files.
- * Serve as the registrar for the Selective Service for students.
- * Serve as the district's contact for the Tech school; schedule visits by the school's representatives; provide and mail college applications for students; and assist in arranging student interviews.
- * Provide students with work permits, when requested.
- * Maintain accurate records of student fines; notify parents by letter; collect fines from students and issue receipts.
- * Maintains confidentiality of all school-related matters.
- * 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.