

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION**

JOB TITLE:	High School Guidance Secretary
EXEMPT:	No
SALARY LEVEL:	Per Classified Policy – Classified Clerical
LOCATION:	Plymouth High School
REPORTS TO:	Director of Guidance
LENGTH OF WORK:	7 ½ hours / day (7:45 a.m. – 4:00 p.m. / 45 minutes for lunch / two 15 minute breaks) 215 days / year

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

1. **Serve as secretary for Director of Guidance and Guidance Counselors. This includes working as the receptionist in the Counseling Office.**
2. **Key material for the counselors as needed.**
3. **Request transcripts of credits and health records for all new students.**
4. **Make and mail transcripts for students and alumni. Also when necessary collect the transcript fee.**
5. **Process paperwork on all new students and withdrawals. This includes keying into the computer all grade history.**
6. **Type weekly admission and withdrawal memos and distribute them as needed.**
7. **Be responsible for maintenance of students' permanent records.**
8. **Prepare and enter into the computer data for current students such as grade changes and corrections, grade history maintenance, enrollments, withdrawals, and changes to demographic information.**
9. **Keep required guardianship papers on file.**
10. **Prepare and maintain a list of tuition students attending the high school.**
11. **Keep updated rosters of each class and furnish information to various teachers as needed. (prom, yearbook, student elections)**
12. **Ensure that grades are received from teachers of off campus classes i.e. alternative school, BHC, ACP Group Home, vocational classes.**
13. **Assist with the preparation, and distribution of grade cards.**
14. **Help prepare and publish Honor Roll lists at the end of each grading period and trimester.**
15. **Process and mail deficiency reports.**
16. **Process requests from official agencies seeking students' demographic information.**

17. Process request forms from insurance companies regarding good student or driver education discounts.
18. Prepare the diploma lists, order diplomas, and mini diplomas, and prepare the diplomas for graduation ceremonies.
19. As soon as possible after the seniors take their final exams help determine the valedictorian and salutatorian of the class and students earning Core 40 or an Academic Honors Diploma.
20. Prepare forms for local scholarships and set up application display.
21. Process the school's part on college, vocational schools and scholarship applications and mail the application with a transcript and other necessary documentation.
22. Prepare rosters and seating charts for the various standardized tests; also help proctor these tests.
23. Maintain a calendar of events for the Counseling Department.
24. Schedule all meetings held in the Counseling Conference Room, and help see that the room is set up for these events.
25. Help select and supervise student assistants working in the Counseling Office.
26. Work with graphic art teachers on revising, copying, and printing information and forms for the Counseling Department.
27. Store Scantron answer sheets and distribute them as needed. Also inform the principal as needed, to order scan sheets. Distribute the scan sheets to the teachers as needed.
28. Keep the library of college catalogs, pamphlets and videos neat and updated. Maintain a check out system for loaning these materials to students.
29. Keep the Counseling Office and Record Storage Room tidy.
30. Mail to the area high schools the summer school grades and credits earned by students of those schools.
31. When homework assignments are requested for absent students, distribute homework request sheets to teachers, collect books and materials needed by the students, and prepare for the pick up of materials after school.
32. Perform miscellaneous duties as determined by the principals and counselors.
33. Maintain accurate enrollment records so student test numbers (STN) can be created and exported to DOE as required. Work with the technology department on this task.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function 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:

High school diploma or general education degree (GED); or one to three months' related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid state driver's license - operator permit

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of school employees, students or parents.

MATHEMATICAL SKILL:

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 solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES:

Must be proficient in the use of computers for various office applications. Ability to type accurately at a minimum speed of 50 words per minute. Employee should also be able to use the machines, tools, equipment, and work aids that may be representative, but not all inclusive, of those commonly associated with this type of work, i.e., adding machine, duplicating machine, copy machine, calculator, sorting machines, tools, charts, forms, ledgers, schedules, text books. Employee must maintain a positive relationship with other staff, parents, and students.

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 talk or hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and taste or smell.

The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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.

The working environment is mainly indoors other than routine errands.

TERMS OF EMPLOYMENT:

215 days per year. Salary and benefits as per Classified Policy.

EVALUATION:

An evaluation will be done on the employee's performance after the first thirty days and then on an annual basis.

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