



FOLEY PUBLIC SCHOOLS

JOB DESCRIPTION

Job Title: Guidance Secretary

Revision Date: Summer 2021

Last Classification Review: 10/11/2021

Exempt Status: Non-Exempt

Department: Guidance Office

Reports To: Principal/School Counselor

Job Summary:

Under the direction of the Principal and guidance of the guidance office staff, the Guidance Secretary is responsible for performing a variety of administrative support and clerical functions for the office and in support of staff to include such representative tasks as: answering department phones and referring calls to appropriate staff; scheduling student appointments and meetings with staff; coordinating and making arrangements for local scholarships; processing transcript requests; assisting in making arrangements for and assisting in the coordination of various testing activities; assisting student regarding college applications, financial aid materials, class registration and career information; and a variety of other support functions.

Essential duties outlined below are intended as “*representative*” or “*illustrative*” examples of the level, nature, decision-making and general expectations of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification.

Supervisory Responsibilities:

Direct Supervision: None

Indirect Supervision: None

Essential Duties and Responsibilities:

- Performs general customer service and receptionist functions within the Guidance Office. Performs such duties as:
 - a) Answers department phones and greets students, visitors or the public coming to the office. Provides routine information and/or directs parties to appropriate personnel, as indicated.
 - b) Schedules appointments for students and guidance staff personnel.
 - c) Types correspondence and distributes correspondence, forms, reports, class lists or other materials at the request of staff.
 - d) Provides daily announcements regarding current events, creating birthday lists, other communications of interest to students, and posts information on website.
 - e) Scheduling student appointments with staff or coordinating meetings and appointments for department personnel.
 - f) Provides assistance and general support to students coming to the Guidance Office such as assisting students in applying for college; sending out transcripts; informing students of scholarship information; scheduling workforce, college representatives, military, college sport, or campus visits.
 - g) Updates and maintains Guidance Office records, files, forms, documents and other correspondence or materials needed in the office.
 - h) Updates bulletin boards. Updates newsletters for grades 9-12.

- Provides support and assistance to the District Testing Coordinator to include such representative tasks as:
 - a) Assisting in establishing seating charts for testing.
 - b) Handling out testing materials.
 - c) Assisting student with pre-administration.
 - d) Gathering lists and calling students for testing.
 - e) Filing of completed tests.
- Assists in making arrangements and the coordination of the graduation ceremony including the ordering of diplomas, preparing the graduation packets and programs, paper announcements, etc.
- Monitors, updates and maintains the Local Scholarship Packet including keeping students informed of local scholarships available, assisting in updating election processes, updating new scholarships, printing awards, working with the local newspaper and social media concerning awards.
- Assists in the preparation and coordination of the annual registration booklet. Gathers and updates changes in teacher courses, design cover and proof booklet materials, coordinates the printing, distribution and posting on the guidance office website.
- Performs other duties of a comparable level or type, as required.

Minimum Qualifications:

Requires a minimum of High School Diploma and 1-3 years administrative support experience and/or a combination of equivalent education and experience to perform the essential duties of the job.

Essential Knowledge And Specialized Subject Knowledge Required To Perform The Essential Functions Of The Job:

- Fundamentals of general office procedures and practices.
- Knowledge of office etiquette and customer service procedures and routines.
- Fundamentals of general record keeping maintenance routines to perform data/record maintenance in filing or recording data in hard copy or data filing systems.
- Basic fundamentals of computer operation and use.
- General knowledge and use of such equipment as intercom system operation, duplicating equipment, fax machines, postage machines, computer applications for data entry or file/record maintenance, calculators and other general office equipment.
- Familiarity with general office productivity software (e.g., word processing, spreadsheet, presentational software, email programs, Google Doc, apps, etc.) or specialized applications utilized by the District such as Infinite Campus and Rschools.

Essential Skills Necessary To Perform The Work:

- Customer service and human relation skills in assisting, dealing with and applying proper phone etiquette, confidentiality, and informational assistance in dealing with employees, students and the public.
- Basic math skills needed to add, subtract, multiple and divide units of measure using whole numbers, fractions and/or decimals.
- Using and operating computers and applying office productivity software for basic word processing, file maintenance and data entry.
- Performing duties and tasks that require considerable attention to detail, precision and accuracy in recording, entering, tracking or performing record maintenance activities.
- Ability to learn and apply building office routines and office procedures.
- Ability to learn and operate district custom applications and district software used in maintaining office records, files, lists, student data, etc.
- Ability to multitask and handle work priorities appropriately.

- Operating and using general office requirement including, copies, computers, duplicating equipment, internet, telecommunications equipment and voice mail.
- Ability to learn and acquire skills and knowledge of other positions within area of assignment.

Work Environment:

Work is performed typically in a school guidance office setting. Work environment presents minimal risks or hazards associated with the work.

Physical Job Requirements:

Employee is continuously required to talk and hear and use hands/fingers dexterously; frequently sits; intermittently stands, walks, reaches with hands and arms, stoops, kneels, and crouches in the performance of the job. Exerting up to 10 lbs. pounds of force occasionally and/or a negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects, including the human body.

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

<hr/>	<hr/>
Department Head's Signature	Date

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.