



**POSITION DESCRIPTION
ST. ANTHONY-NEW BRIGHTON PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: Guidance Secretary	Department: Teaching & Learning	Bargaining Unit: Clerical
Immediate Supervisor: Principal/Dean	Comparable Worth Rank:	FLSA Status: Non-Exempt

Job Summary:

Under the direction of the Principal and guidance of the Dean, the Guidance Secretary is responsible for providing administrative support duties for the Deans by providing customer service and receptionist duties; updating and maintaining student school records; processing transcript requests; assisting in the coordination and making of arrangements for college recruiting events, flu clinics, and annual award day events; assisting in monitoring and proctoring student testing; and providing general office backup support in the building/main office, as needed.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs general customer service and clerical support for the Guidance Office.
 - a) Greets visitors, students, college representatives, parents, or other persons and assesses their needs, addresses their questions or needs, as appropriate, or refers issues and concerns to the appropriate parties.
 - b) Types correspondence, sends out certified letters, periodic updates, notices, and informational materials.
 - c) Receives fees for testing and prepares deposits for the Business Office.
 - d) Answers department phones, emails and other communications providing information and assistance appropriate to the job.
 - e) Provides backup support for the main HS Office, Health Office, and/or Attendance Office.
- Maintains and updates high school student cumulative records.
 - a) Files hard copies of student records, updates student testing records and places testing labels on testing sheets.
 - b) Reviews, compiles and transfers student records to other schools when students leave district.
 - c) Obtains school records for new students.
 - d) Orders supplies for the Guidance Office.
- Processes transcript requests and mails out transcripts at student request.
 - a) Assures all transcripts are accurate and complete.
 - b) Creates official transcripts, updates transcripts and prints senior final transcripts for colleges.
 - c) Mails, faxes or emails transcripts as requested by students.
- Organizes and advertises military and college visits. Makes arrangements for rooms, creates bulletin boards, assists in the distribution of materials.
- Assists in coordinating, organizing and making arrangements for special events.

- a) Organizes and makes arrangements for the annual Awards Day Program. Contacts donors; receives and tracks donations/money.
 - b) Organizes, coordinates, and assembles student applications.
 - c) Maintains records of scholarships paid out.
 - d) Prepares requisitions and forwards them to Business Office.
 - e) Coordinates and makes arrangements for Flu Shot Clinics.
- Serves as proctor for testing and performs test monitoring.
 - Performs other duties of a comparable level or type, as required.
- a) Serves as a back up for other building administrative support personnel, as needed.
 - b) Provides work direction to student aides.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		Major field of study or degree emphasis:
x	High school diploma or GED.		
	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:
	2nd year graduate level		
Required Work Experience in Addition to Formal Education/Training: Minimum of 3 years related administrative support and secretarial experience.			

LICENSE/ CERTIFICATION	Identify licenses/certification required: Requires a MN driver's license or evidence of equivalent mobility.
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: <ul style="list-style-type: none"> • Applying and using word processing applications, spreadsheet applications, database applications, or specialized district applications (e.g. Excel, Word, Infinite Campus, etc.). • Applying department and/or building specific procedures, policies, operational routines pertaining to assigned areas of responsibility. • Organizing, planning and making arrangements for college recruiters, special events, appointments with Deans, and the like. • Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction. • Implementing and maintaining student academic records, transcripts, files, or lists. • Customer service and human relations skills in assisting, dealing with and applying proper phone etiquette, judgment and discretion in dealing with the staff, public and district personnel. • Prioritizing job assignments and performing work assignments requiring attention to detail, precision and accuracy. • Learning and following testing and proctoring procedures.

HAZARDOUS WORKING CONDITIONS	Unusual or hazardous working conditions related to performance of duties: Duties are generally performed in a typical school/office setting where there are minimal environmental hazards and risks.
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PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

Amount of Time Spent					Amount of Time Spent				
<u>Physical Activities</u>	None	1/3 Less	1/3 to 2/3	Over 2/3	<u>Lifting/Forcing Exerting</u>	None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		X			Up to 10 lbs			X	
Walk		X			Up to 25 lbs	X			
Sit				X	Up to 50 lbs	X			
Use hands to finger, handle or feel				X	Up to 100 lbs	X			
Reach with hands and arms		X			Over 100 lbs.	X			
Climb or balance		X							
Stoop, kneel, crouch or crawl		X							
Talk or hear				X					
Taste or smell	X								

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Sedentary Work:
Exerting up to 10 pounds of force frequently and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

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

Department Head's Signature

Date

Classification History:

Prepared 5/2015 by BCC. Updated 6/2015

