

ROSSVILLE CONSOLIDATED SCHOOL DISTRICT
JOB DESCRIPTION

Job Title: Classified - Secretary – Guidance – Middle/Senior High School
Reports To: Director of Guidance
Approved By: Board of Education Approval Date: June 9, 2020

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assist Guidance Counselor

- Serve as secretary/receptionist for Guidance Counselor and Director of Student Services
- Input student course requests
- Check for student passes to Guidance Office
- Assist teachers and staff by updating historical grades and verifying student information
- Perform other duties, as assigned by the Director of Guidance or the Middle/Senior High School Principal or out of the necessity as to fulfill the requirements of the position

Maintain accurate student records 6-12

- Input student information
- Attach appropriate labels to files
- Monitor guardianship document
- Create enrollment files for new students

Service point for student information 6-12

- Process transcript requests
- Process work permits
- Process insurance “good student” forms
- Process student disability forms
- Process education verification requests

Organize and distribute information

- Distribute report cards at the end of the grading period
- Prepare and distribute weekly email to seniors regarding available scholarships
- Maintain guidance and honor roll bulletin boards
- Maintain scholarship information from year to year
- Prepare and publish Honor Roll lists at the end of each grading period and semester
- Assign student lockers and maintain a list of empty lockers
- Point of Contact for all secondary institutions and branches of military wishing to meet with our students
- Liaison between COACH Kids program coordinator and high school students

Coordinate events

- Organize Middle/Senior High School awards programs
- Schedule and Organize Honor Roll Breakfasts
- Maintain a calendar of events for the Guidance Department