

Oak Grove School District

JOB TITLE:                   **GUIDANCE SECRETARY**

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To establish, maintain, and update manual and computerized student records and files at an assigned school; to compile and process a variety of student data and statistical information for input into a computerized record keeping system; and to perform responsible clerical duties in a school counseling office. Employees in this classification receive general supervision from a school administrator or his/her designate within a framework of standard policies and procedures. This job class exercises responsibility for the accuracy of student files and records and for providing responsible clerical and computer operations in support of school office operations and activities.

TYPICAL DUTIES

- Establishes, maintains, and updates manual and computerized student records and files to include information regarding grades, classes, transcripts, withdrawals, and class schedules
- Compiles a variety of data and statistical information and inputs such information into the computer using appropriate codes and procedures
- Monitors computer network operations; ensures integrity of data, assists users with operation problems
- Acts as information source to counselors, teachers, administrators, and students regarding office/school procedures, requirements, courses, etc.
- Prepares letters, notices, and/or memos requesting or giving information on own initiative within established guidelines
- Retrieves student data and information from computer as requested by parents, teachers, students, counselors, and others according to State and District policies and regulations
- Routes and mails student records and files as required
- Compiles a variety of student lists to include Honor Roll, Principal's List, etc.
- Processes and forwards student cumulative records with withdrawals; maintains log of outgoing cumulative files
- Assists in administering and scoring placement tests for new students; files test scores
- Maintains and updates student timetable files
- Performs a variety of responsible clerical duties to include typing, filing, scheduling of appointments for counselors, duplicating, sorting and processing request for information
- Maintains inventory of counseling office supplies and forms; ordering as necessary
- Trains and monitors the work of student aides
- Prepares student and other lists, reports, and correspondence as required
- Performs related duties as requires

MINIMUM QUALIFICATIONS

- Knowledge of computerized record keeping methods and techniques

MINIMUM QUALIFICATIONS (continue)

- Knowledge of established District and office policies and procedures pertinent to student record keeping
- Knowledge of the effective use and operation of standard office equipment
- Knowledge of proper English usage, grammar, punctuation, and spelling
- Skill to understand and carry out a variety of instructions in an independent manner
- Skill to use designated computer software record keeping systems and monitor and facilitate the use of a computer network system
- Skill to communicate effectively in both oral and written form
- Skill to operate standard office equipment including computer terminal, printer, scanner, calculator, copy machine
- Skill to prepare a variety of reports and correspondence
- Skill to type accurately at 45 words per minute from clear copy
- Skill to establish and maintain a variety of manual and computerized student related records and files
- Skill to perform accurate mathematical calculations using basic addition, subtraction, multiplication, and division
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- Skill to establish and maintain effective work relationships with those contacted in the performance of required duties