

**LAMPETER-STRASBURG SCHOOL DISTRICT**  
Lampeter, Pennsylvania 17537

**POSITION PROFILE – MIDDLE SCHOOL GUIDANCE SECRETARY**

QUALIFICATIONS

Possession of a high school diploma or its equivalent.

Minimum of three years of secretarial experience.

SKILL PREPARATION

Experiential knowledge of office procedures and practices.

Ability to operate a computer and related software with competence.

Ability to exhibit competence in typing with considerable accuracy.

DUTIES AND RESPONSIBILITIES

Be directly responsible to the Middle School Principal for the completion of all appropriately assigned duties.

Handle information with professionalism, discretion, and confidentiality.

Work in conjunction with the needs of the middle school guidance counselors.

Organize and maintain an orderly filing system for student records.

Prepare course selection sheets and sectioning sheets.

Be responsible for preparation, entry, and distribution of grade verification sheets, grade concern letters, grade concern/ineligibility lists, progress reports, upslips, report cards and Honor Roll lists and letters.

Prepare Student Assistance Program forms as needed.

Be responsible for preparation, distribution, and collection of PSSA testing materials.

Be responsible for preparation and distribution of student club selections, club lists, and year-end student participation certificates.

Assist with the scheduling and preparation for new student orientation.

Maintain appropriate computer databases for student demographics information, student class enrollment, and student attendance calendar.

Assist in the maintenance of the Master Teacher Schedule.

Prepare and distribute computer access information for parents of sixth grade students.

Prepare special student schedules for learning support, ESL, and gifted students.

Assign student lockers and homerooms annually.

Responsible to work in coordination with the Secretary to the Middle School Principal/Assistant Principal and the Receptionist for the accurate and timely completion of all tasks.

Discharge all other assignments properly delegated by the Middle School Principal or Assistant Principal.

#### EVALUATION

Evaluation will be conducted annually by the Middle School Principal in the areas of skill preparation, job performance, and interpersonal skills.

**Approved by Board of School Directors 05/29/07**