

LAMPETER STRASBURG SCHOOL DISTRICT
Lampeter, Pennsylvania 17537

POSITION PROFILE – HIGH 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 High School Principal for the completion of all appropriately assigned duties.

Handle information with professionalism, discretion, and confidentiality.

Perform duties regarding student grades:

- a. Run weekly ineligibility and grade concerns lists.
- b. Complete mid-term progress reports
- c. Input Lancaster County Career and Technology grades
- d. Store marking period grades; prepare and distribute report cards
- e. Secure and process grade change requests from teachers
- f. Calculate and run Honor Roll report, run and distribute letters
- g. Calculate student rank and GPA and prepare semester reports
- h. Prepare, distribute, and collect semester course failure sheets
- i. Handle mid-year promotions and year-end retentions

Run weekly conflict reports to identify and correct errors in student enrollment, student scheduling, and gradebooks vs. stored grades.

Maintain student cumulative files.

Process homework requests.

Coordinate senior graduation projects.

Complete year-end graduate reports.

Work in coordination with Child Accounting Secretary regarding student enrollments and withdrawals, including distribution of school and health records for withdrawn students and maintenance of required information for PIMS submissions.

Work in coordination with Transportation Director and Tax/Census Secretary regarding submission of student address changes.

Work in coordination with Lancaster County Academy and Lancaster County Career and Technology Center, including preparation and distribution of daily bulletins to LCCTC locations.

Responsible for collection and proper distribution of monies for PSAT and AP testing, including communication with Accountant regarding deposits and reimbursements.

Order supplies for guidance department, as needed.

Maintain schedules for guidance counselors, assisting counselors as needed.

Schedule and prepare for college visits.

Maintain scholarship forms and applications.

Schedule and prepare agenda for department meetings.

Organize Alumni Day.

Compile and publish Clubs and Activities booklet

Cross train on duties and responsibilities of High School Guidance Secretary – 10 month.

Discharge all other assignments properly delegated by the High School Principal.

EVALUATION

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