

LAMPETER-STRASBURG SCHOOL DISTRICT
Lampeter, Pennsylvania 17537

POSITION PROFILE – HIGH SCHOOL GUIDANCE SECRETARY - 10 MONTH

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.

Distribute Student Data Verification forms to students, update and maintain accurate student demographic information.

Maintain an orderly filing system for student records, purge student cumulative files annually, and maintain orderly graduate records in conjunction with records retentions policies.

Maintain schedules for guidance counselors, assisting counselors as needed.

Distribute lockers, maintain accurate database.

Responsible for the completion of duties in regard to PSSA testing:

- a. Preparation, distribution, and collection of PSSA testing materials.
- b. Prepare and mail correspondence related to PSSA testing.

Responsible for completion of duties in regard to PSAT, ACT, and SAT testing:

- a. Keep ACT and SAT testing information and supplies up to date and accessible.
- b. Input PSAT, SAT, and ACT test scores onto student transcripts.

Responsible for completion of duties in regard to Harrisburg Area Community College (HACC):

- a. Distribute and collect applications and monies for HACC College in High School (CIHS) courses, meeting directly with students as needed to gather information.
- b. Schedule placement testing for CIHS courses with HACC Secondary Partnership representative.
- c. Create and maintain database of HACC CIHS students.

Responsible for the completion of duties in regard to student transcripts and college applications:

- a. Distribute and collect student activity sheets, inputting activities onto student transcripts.

- b. Prepare and mail transcripts and supporting documentation to colleges, as per student written request, including mid-year and final grades.
- c. Collect community service hours submitted by students and input to transcript.
- d. Collect, mail, and file letters of recommendation from faculty members for students' college applications.

Responsible for completion of duties in regard to Work Study, Early to College and AP Online:

- a. Create and maintain databases.
- b. Collect, review, and submit applications for approval.
- c. Update applications, as needed.
- d. Distribute letter to Work Study students regarding policies, attendance and verification of hours.
- e. Collect and review verification of hours submitted by Work Study students bi-weekly.
- f. Distribute Work Study evaluations to employers each semester.
- g. Obtain schedule of classes from Early to College students.
- h. Distribute and fax homework/tests for AP Online students.

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

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.