

WAUNAKEE COMMUNITY SCHOOL DISTRICT

GUIDANCE DEPARTMENT SECRETARY

Job Description

QUALIFICATIONS:

- 1) High school diploma (additional related training desirable but not required).
- 2) Organizational skills, word processing skills and proficiency in communication skills.
- 3) Ability to operate office machines such as computer, copier, and fax machine.
- 4) Knowledge of software currently used in the District.
- 5) Ability to assume responsibility, display initiative, and exercise good judgment.

REPORTS TO: Guidance Counselors

GENERAL RESPONSIBILITIES:

Performs secretarial responsibilities necessary to accomplish objectives established by the Guidance Counselors, Principal, and Director of Student Services. Adapts to the variety of responsibilities. Presents a positive image in contacts with the parents, community and staff. Properly handle confidential matters relating to students, student records, parents, staff and any other school-related issues

ESSENTIAL FUNCTIONS:

- 1) Answer telephone, take messages, screen calls, make appointments, and schedule meetings.
- 2) Maintain workable filing systems for the guidance department.
- 3) Prepare correspondence for the guidance counselor(s).
- 4) Organize and maintain an efficient office.
- 5) Type transcripts for seniors and graduates.
- 6) Type progress reports as requested by parent/guardian and send copy to teachers.
- 7) Assist in preparing and mailing information for scholarship drive and record all moneys received.
- 8) Maintain confidentiality and loyalty to employer.

OTHER FUNCTIONS:

- 9) Assist guidance counselor with major projects such as scheduling, testing, curriculum preparation.
- 10) Post job openings and other guidance material on bulletin board
- 11) Sort and distribute guidance department mail and correspondence
- 12) Assist with functions of National Honor Society, class elections, CORE, etc.
- 13) Order supplies.
- 14) Perform other responsibilities as assigned by the Guidance Counselors.
- 15) Promote a positive image of the District at all times.

Adopted: 9/8/97

Revised: April 2002

Waunakee Community School District