

NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Guidance Secretary

QUALIFICATIONS:

1. Certified on an employees medical examination form to be fully qualified in health for the position by a licensed physician.
2. High School graduation including courses in Bookkeeping, Accounting, Business English, mathematics, and computer application.
3. Experience in bookkeeping and accounting, or demonstrated competence in tasks assigned.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Building Principal

JOB GOAL: To assure the smooth and efficient operation of the school guidance office so that the offices' maximum positive impact on the education of the children can be realized.

PERFORMANCE RESPONSIBILITIES:

1. Obtains, gathers, and organizes pertinent data.
2. Maintains student records.
3. Maintains a regular filing system and processes incoming correspondence.
4. Places, receives and routes all incoming calls.
5. Orders and maintains supplies.
6. Completes various reports.
7. Welcomes visitors and arranges for their needs.
8. Operates word processors, computers, calculators, copiers and facsimiles.
9. Processes correspondence pertaining to upcoming events and activities.
10. Coordinates the North Scott Education Foundation Awards.
11. Assists with the preparation and distribution of awards and acknowledgments.
12. Other duties as assigned by the principal.

TERMS OF EMPLOYMENT:

EVALUATION: Performance of this job will be evaluated per contract language.

Approved by: \_\_\_\_\_ Date \_\_\_\_\_

Reviewed and agreed to by: \_\_\_\_\_ Date \_\_\_\_\_

(Incumbent)

(This job description contains only measurable performance responsibilities)

3/20/03, 2/25/08