

**TITLE:** HIGH SCHOOL GUIDANCE SECRETARY / REGISTRAR  
**QUALIFICATIONS:** High school diploma or G.E.D.  
Experience with office computer programs, procedures and equipment  
Knowledge of school records desirable  
Demonstrated interest in and aptitude for work to be performed  
**REPORTS TO:** Counselors/Principal/Assistant Principal  
**JOB GOAL:** To handle any and all paperwork, including school records, for the guidance office.

**JOB RELATED FUNCTIONS:**

Directed activities shall include but are not limited to the following:

1. Maintain school records including cumulative records and transcripts.
2. Greet all visitors with courtesy and direct them to the proper person.
3. Answer the office telephone, respond with appropriate information and/or transfer calls to the appropriate personnel.
4. Utilize a variety of computer programs as required for the successful completion of duties including, but not limited to, word processing and spreadsheets.
5. Prepare documents and copies as needed.
6. Perform any bookkeeping task associated with the position.
7. Supervise student aides.
8. Maintain student, employee and school confidentiality.
9. Perform other duties that may be assigned by the supervisor.

**TERMS OF EMPLOYMENT:**

This position shall be considered in all respects "employment at will." The employment period (work year) and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the Superintendent or his/her designee(s) and at all times shall be subject to the rules, regulations and policies of the District as established by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which are in writing and made available to the employee at the building principal's office and the District Administration Office.

The employment period (work year) shall be set by the Superintendent or his/her designee(s). The salary shall be determined each year by the Board of Trustees on recommendation of the Superintendent.

**EVALUATION:**

Performance of this job will be evaluated periodically by the immediate supervisor in accordance with District policy.

Post Falls School District is an Equal Opportunity Employer and does not discriminate or deny any services on the basis of age, race, religion, color, national origin, sex and/or disability.