

**St. Michael –Albertville Public Schools  
JOB DESCRIPTION**

JOB TITLE	DEPARTMENT/SECTION	SUPERVISOR
High School Guidance Department Administrative Assistant	Guidance	Counselor/Principal
<b>JOB SUMMARY:</b>  Responsible for managing student enrollment data and registration and providing clerical and administrative assistance to counselors to support students’ educational, vocational and emotional needs		
<b>QUALIFICATIONS:</b>  High school diploma or equivalent (GED) and business college or previous equivalent secretarial experience (3-5 years) preferred. Must be proficient in word processing and be familiar with computer software (i.e. budget, accounting, and spreadsheet). Must possess strong organizational skills, written and verbal communication skills, and have ability to work with diverse groups of people.		
TASK NO.	DESCRIPTION WORK YEAR: 260 days	FREQUENCY

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|---|--|-----|
| 1 | Maintain student enrollment and registration data including transfers and withdrawals, accurately enter data in TIES and assist with MARSS   | 20% |
| 2 | Collect information from seniors and send college applications and transcripts to colleges of their choice. Handle applications and grades for vocational/technical schools. Assist students in college search and computer program. | 20% |
| 3 | Assist counselors in class registrations for next school year and in making class schedule changes throughout the year.  | 15% |
| 4 | Compose and ensure distribution of all Guidance Department correspondence, including organizing and executing special projects such as informational letters and registration.   | 10% |
| 5 | Register and schedule all new students including obtaining district census information and request new student transcripts   | 10% |
| 6 | Schedule appointments and visits for and with counselors, students, parents and college representatives.   | 10% |

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TASK NO.	DESCRIPTION	FREQUENCY
7	Supervise, direct and evaluate Student Aides	5%
8	Prepare schedules and assist in the registration process for scholastic tests (i.e. PSAT, SAT, ACT) including count and check all test materials before and after testing	5%
9	Organize and coordinate the local scholarship program	2%
10	Maintain and monitor Department budget and assist in ordering supplies for department	1%
11	Attend meetings, workshops and training sessions as directed by supervisor	1%
12	Perform other related duties as assigned	1%

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SUPERVISOR’S APPROVAL

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COMMITTEE’S APPROVAL

\_\_\_\_\_  
DATE