

SCHOOL DISTRICT OF DESOTO COUNTY

SECRETARY, GUIDANCE-DISCIPLINE

JOB DESCRIPTION

QUALIFICATIONS:

- 1) High school diploma or equivalent.
- 2) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to perform word processing and other software applications using current technology. Ability to store and file correspondence and data in an organized manner. Ability to perform a variety of tasks. Ability to communicate effectively with all customers and peers. Ability to prepare correspondence in acceptable formats free of spelling and grammatical errors. Possession of strong interpersonal skills and sound judgment. Desire to be a team player. Ability to communicate orally and in writing. Ability to plan, organize and establish priorities related to assignment. Ability to handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to answer a telephone in a professional and courteous manner. Ability to work cooperatively with others.

REPORTS TO:

Principal

JOB GOAL

To maintain confidentiality of student records, greet visitors and students and direct to proper destination, maintain positive public relations.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Each person in this job classification may not be assigned responsibility for performing all tasks.

Service Delivery

- * (1) Manage the student discipline office.
- * (2) Execute notification to parents of disciplinary infractions.
- * (3) Maintain student discipline records on computer and in files.
- * (4) Communicate with parents regarding discipline incidents.
- * (5) Compile discipline data on a quarterly and yearly basis for both school and state reports.
- * (6) Compile work for OSS students, as required.
- * (7) Answer the telephone to provide information, take messages, or transfer calls.
- * (8) Enroll and withdrawal students.
- * (9) Process student grades as scheduled by supervisor (when required).
- * (10) Receive and request records for transfer students.
- * (11) Schedule parents conferences and maintain a conference calendar.
- * (12) File student grades, transcripts, attendance reports and other school records.
- * (13) Generate and collect progress reports as scheduled by supervisor when required.

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- *(14) Provide scholarship forms for local scholarships and process them for the scholarship committee.
- *(15) Order diplomas for graduation and check for accuracy.
- *(16) Greet visitors to guidance, determine nature of business, and direct visitors to destination.
- *(17) Talk with students encountering problems and either resolve problems or direct students to other personnel.
- *(18) Demonstrate initiative in the performance of assigned responsibilities.

Employee Qualities/Responsibilities

- *(20) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- *(21) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- *(22) Ensure adherence to good safety standards.
- *(23) Maintain confidentiality in dealing with records.
- *(24) Maintain confidentiality regarding school/workplace matters.
- *(25) Model and maintain high ethical standards.
- *(26) Maintain expertise in assigned area to fulfill position goals and objectives.
- *(27) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Inter/Intra-Agency Communication and Delivery

- *(28) Exercise service orientation when working with others.
- *(29) Keep supervisor informed of potential problems or unusual events.
- *(30) Use effective, positive interpersonal communication skills.
- *(31) Respond to inquiries and concerns in a timely manner.
- *(32) Serve on school/district committees as required or appropriate.

System Support

- *(33) Exhibit interpersonal skills to work as an effective team member.
- *(34) Follow federal and state laws as well as School Board policies, rules and regulations.
- *(35) Demonstrate support for the school district and its goals and priorities.
- *(36) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- *(37) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- *(38) Participate in cross-training activities as required.
- *(39) Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.

Length of the work year and hours of employment shall be those established by the district. For D02 employee will follow the same calendar as the guidance counselors.

COMPENSATION:

Compensation for this position is Pay Lane **B02, D02**

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EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.