

## Monroe-Gregg School District Role Description



**Job Title: Guidance Secretary**

**Location: Monrovia High School**

**Job Group: Classified- Non- Exempt (200 Days)**

**Reports to: Principal; Responsible to High School Counselors**

The guidance secretary performs a variety of clerical tasks requiring detailed knowledge of school guidance procedures to ensure effective and efficient operation of the guidance office. The role requires a pleasant attitude in dealing with others in a manner that contributes to the overall positive public relations of Monroe-Gregg School District. Absolute confidentiality of information, files, and records is imperative. Weekly service hours are forty (40) hours per week.

### **Essential Responsibilities:**

- Answers incoming phone calls and maintains a pleasant attitude while responding to inquiries.
- Greets students, parents/guardians, staff, and visitors entering the guidance office and provides timely assistance.
- Assists counselors with the clerical aspects of registering new students to ensure the appropriate new student enrollment forms are completed and on file.
- Receives and forwards permanent student records for new and withdrawing students.
- Responds to requests for education verifications.
- Serves as the scholarship liaison by announcing scholarships, assisting scholarship committees, gathering application materials, etc.
- Schedules visits with college representatives and recruiters, advertises visits, and locates meeting areas.
- Assists students through the approval process for documented college visits.
- Oversees the high school student transfer process by ensuring all required documentation and appropriate approvals are received and on file.
- Assists with end of the year activities to include scholarship and awards convocations.
- Complies with student information and visitation requests from appropriate agencies including DCS.
- Performs administrative tasks for school counselors and administration as needed.
- Monitors student behavior in the guidance office.
- Compiles homework or missing assignments for ill or absent students.
- Serves as the high school liaison for the Bulldog Back sack Program.
- Uses the school messaging system (Parent Square) to convey guidance related information to parents/guardians as needed.
- Substitutes for classroom teachers or other areas of the high school depending on building needs.
- Attends training, staff meetings, and district meetings to stay abreast of changing developments and policies.
- Maintains regular daily attendance following the expectations of the classified handbook.
- Maintains confidentiality and a need-to-know policy with regards to staff and student information.
- Maintains positive professional relationships with staff, students, parents/guardians, and administrators.
- Completes safety training and drills to remain knowledgeable of responsibilities in the event of an emergency.
- Remains knowledgeable of procedures for reporting suspected child abuse and/or neglect.
- Complies with all district policies and procedures.
- Communicates regularly with the guidance counselors and/or principal regarding issues and concerns.
- Other duties as assigned by the guidance counselors and/or principal.

### **Essential Qualifications:**

- High school diploma or equivalent.
- Previous secretarial or clerical experience preferred.
- Knowledge of school operations and the ability to relate effectively to students, staff, and parents is necessary.
- Must possess strong English grammar, spelling, and punctuation skills.
- Must be flexible to work with multiple daily interruptions in a positive manner.
- Must possess excellent computer skills including experience working with MS Office tools, e-mail, and electronic calendars while having the desire and initiative to learn other programs.
- Must pass a criminal background check and drug screen per district policy.

**Physical Demands:**

The physical demands described are representative of those that must be met to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work involves sitting for extended periods of time. Walking and standing are required occasionally.
- Many situations require hand motion, e.g., computer keyboard, typing, writing.
- Consistent requirements to hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, bend at the waist, and stoop.
- Dexterity of hands and fingers to operate standard office equipment is needed.
- Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus.
- The employee occasionally lifts, carries, pushes, and pulls up to 50 pounds.

**Environmental Conditions:**

Works in a school building around others. The noise level is usually low. The job is performed under conditions with exposure to risk of injury and/or illness including communicable diseases in a clean atmosphere. Occasional interaction among unruly students/adults is possible.

**Terms of Employment and Evaluation:**

Employed for a prescribed number of service days and benefits as outlined in the classified handbook. Performance of said duties will be evaluated in accordance with district policy.

**Acknowledgement:**

The intent of this role description is to provide a representative summary of the types of responsibilities that will be required and shall not be construed as a declaration of the only responsibilities of the position. I have read and been informed about the expectations contained within this role description.

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Employee Signature

Date

*Monroe-Gregg School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, age, religion, disability, sex, veteran status, genetic information, or any other legally protected category in its employment practices. All employees are expected to be knowledgeable of non-discrimination policies and their duty to report to include Section 504, Title VI, Title IX, and non-discrimination in general.*