



KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

Secretary to Student Personnel Services

(Rev. 12/17/2012, Rev. 04/28/2016)

- Qualifications:
1. High school diploma; secretarial training
 2. Knowledge of automated office equipment and excellent secretarial skills
 3. Required criminal history review background check and proof of U.S. citizenship or legal resident alien status
 4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Reports To: Supervisor of Student Personnel Services

Supervises: Student Aides

Job Goal: Provide secretarial services in an organized and professional manner.

Performance Responsibilities:

1. Serve as receptionist in the Guidance Office.
2. Open, sort and distribute mail daily.
3. Answer the phones.
4. Type all correspondence, memos, letters of recommendation, newsletter, etc.
5. Order office supplies and maintain.
6. Distribute failure letters, coordinate homework requests, advertise job opportunities, college visitations, etc.
7. Prepare letters and certificates for graduation.
8. Process student applications for vocational school.
9. Oversee all computer services and maintenance of these services with the Supervisor of Student Personnel Services and work as a team in the preparation of the following:
 - a. Pre-post schedule
 - b. Schedule changes
 - c. Student schedules including scanning and verification
 - d. Teacher schedules
 - e. Process report cards including scanning, verifying and running
 - f. Make appropriate grade changes
 - g. Principal's, Superintendent's and Eligibility lists
 - h. Class Rank
 - i. Grade point average
 - j. Class lists
 - k. Develop profiles
 - l. Roll-over records
 - m. Daily back-up
10. Teach and assist all that are involved in input and changes in the computer system.
11. Assist in the maintenance of all past and present student personnel records.
12. Distribute deficiency reports.
13. Coordinate the course selection process.
14. Register incoming students and process exiting students
15. Manage transcript requests



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16. Perform all other duties as required by the Supervisor of Student Personnel Services.
17. Perform all other responsibilities and duties as may be assigned by the Superintendent of Schools and/or his/her designees.

Employment conditions:

Contract year:	July 1 to June 30
Job Family	Secretary
Pay Grade/Compensation Structure:	G15
Evaluation:	In accordance with Board policy
Job Code:	9300