



GUIDANCE SECRETARY *Position Description*

Title: Guidance Secretary
Location: Pamlico County Schools
Terms of Employment: 10 months, Full Time
Effective Date:
FLSA Status: Non-Exempt

Purpose

The Guidance Secretary is responsible for greeting and assisting all guidance office visitors.

Qualifications

- Must have High School Diploma or GED

Duties and Responsibilities

- Meet, greet, and assist faculty, staff, students, parents, volunteers, and others
- Answer the telephone in a professional manner, record and deliver messages
- Type all correspondence for guidance department
- Process mail for counselors
- Schedule conferences with students
- Maintain immunization records
- Process transcripts and transcript requests
- Maintain cumulative folders for all students
- Assist data manager, as needed
- Maintain supply of forms used by guidance department
- Process SAT/ACT/PSAT information
- Assist with all student registration/withdrawals
- Update student locators
- Assist in distributing college information/applications; financial aid information; and scholarship information/applications to students
- Assist with class scheduling
- Complete reports as assigned by counselor and/or principal
- Assist with NC Scholars Banquet
- Coordinate guidance office information to newspapers
- Perform other duties as assigned by the counselor and/or principal

Skills and Abilities

- Working knowledge of Microsoft Office software and office equipment
- Ability to communicate with various groups of individuals
- Ability to adapt to changing work priorities
- Ability to maintain confidentiality in all matters
- Proven demonstration of excellent telephone and interpersonal skills

Pamlico County Schools does not discriminate in the employment, tenure, or promotion of employees on the basis of sex, race, religion, age, national origin or disability.

- Ability to positively represent the district to the public and maintain a positive attitude