



Job Title: Secretary I

Supervisor: Guidance Counselor

Terms of Employment: 190 days

Job Summary:

To assure the smooth and efficient operation of the guidance office in order to insure the maximum and highest quality guidance and counseling services can be offered to students.

Essential Duties:

1. Assist the guidance counselor(s) with the registration, orientation, and scheduling of students.
2. Assist with the maintenance of guidance department records and protect the confidentiality of these records.
3. Process all requests for student information, transcripts, etc., as appropriate.
4. Assist in providing information to students, parents, and the public, as needed.
5. Perform clerical and secretarial routines and practices necessary for an efficiently operated guidance office.
6. Receive and route all incoming calls.
7. Type and process all guidance communication, reports, and transcripts.
8. Assist the guidance counselor(s) in arranging meetings, field trips, and other guidance and counseling activities.
9. Maintain occupational and college information files.
10. Coordinate student office workers.
11. Perform other general office duties and clerical tasks as directed or assigned by the Head Counselor or his/her designee.

Other Duties:

Perform other duties that may be assigned by the supervisor and/or principal.

Job Specifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Minimum Qualifications (Knowledge, Skills and Abilities Required):

1. Associates Degree preferred.
2. Proficiency in typing MS Word, Excel and voice mail systems is preferred.
3. Experience with student counseling services is preferred.



4. Working knowledge of basic office procedures and the operation of common office equipment and machines.
5. Experience with a student management system, e.g., Powerschool is preferred.
6. Such alternatives to the above qualifications as the Board and Administration may find appropriate and acceptable.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl. Duties may involve risk resulting from attending to students' behavioral, physical or sanitation/hygiene needs.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 40 pounds;
- Sufficiently mobile to ensure the safety of students;
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus;
- Ability to sit and stand for extended periods of time;
- Manual dexterity for the purpose of using a telephone and data entry;
- Read a computer screen and printed material with or without vision aids;
- Hear and understand speech at normal levels and on the telephone; and speak in audible tones so that others may understand clearly in person and on the telephone.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Pay Grade: 103

Please click [here](#) for salary scales.

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.