

# Carlynton School District Job Description



**Position:** Jr/Sr. High School Guidance Office Secretary  
**Reports to:** School Counselors and Principals  
**FLSA Status:** Non-Exempt  
**Employment:** Full Time - Class I Secretary

## Position Summary:

The **Jr/Sr High School Guidance Office Secretary** is responsible for supporting the counseling office by maintaining an organized, and student-friendly counseling office. The ideal candidate will possess strong organizational and communication skills, attention to detail, and the ability to manage multiple tasks efficiently.

## I. Essential Duties and Responsibilities

- Performs general office duties, including but not limited to telephone / e-mail, mailing duties, preparation/editing of correspondence/reports, scheduling, general filing, greeting students and guests in the counseling office, and photocopying.
- Coordinate the filing, distribution, and maintenance of student academic records (i.e. transcripts, report cards, permanent record files)
- Coordinate and maintain student registration, documentation, and information for Parkway West CTC, Counseling office Google Classroom, etc.
- Coding of all students entering or leaving the Parkway West CTC program in preparation for district and state reporting
- Assist Transition Coordinator/SAP/Wesley Spectrum/Curriculum Coordinator M/T-Wesley; W-SAP
- Assists visitors or callers (students, parents, staff and administrators) with building requests, scheduling of guidance conference rooms through facility use, and other assigned tasks.
- Contact Parkway West CTC to inform them when Parkway students will be absent due to field trips and/or testing
- Prepare Senior Profile Form, sorting and entering student data for graduation and college documents.
- Creates and updates information for secondary counseling programs on the district website
- Maintains confidentiality concerning District and school population information.

- Record student assessment results, Parkway CTC report card grades, and summer school grades in student information systems as needed
- Complete education verifications for hiring firms
- Coordinate calendar of college and university visits for the counseling office
- Update and communicate scholarship information including, but not limited to: preparing scholarship applications and awards.
- Coordinate student record requests for transfer students, college applications, withdrawn students, transcripts for alumni.
- Assist in the coordination of PSAT, SAT, and ACT registrations
- Assist in the coordination of the Free College Admissions Financial Aid Workshop including: communicating date and time, ordering refreshments, submitting facilities request
- Assist in the coordination of the SAT Prep course, including but not limited to: student registration, processing payments, purchasing course materials, preparing purchase order for book payment, and arranging for reimbursement checks to be mailed
- Coordinate student mailings for the counseling office such as: letters to sophomore parents regarding Military Exemption, parent notifications for students at risk of failing courses, state assessment results, and providing translated copies as needed
- Provide outside agencies/organizations with student information as requested such as the United States Military with class lists
- Preparing and processing counseling office purchase orders for supplies, services, and transportation
- Create log entries in the student information system for each student receiving a failure letter
- Assist in coordinating counseling office field trips (i.e. College Fair, Parkway visit, Partner Up, etc.) including, but not limited to: disseminating information, student field trip forms, student transportation, processing purchase orders, completing and submitting field trip forms to nurse and to the superintendents' office
- Assist with standardized test preparations
- Assist in coordinating tasks for the Senior Recognition Program, including but not limited to: contacting speakers and teachers, collecting senior surveys, creating the program, creating spreadsheet of winners, ordering balloons and/or decorations, and coordinating student certificates.
- Assist in coordinating and updating counseling office bulletin boards and display cases including, but not limited to: senior class bulletin board, Maggie Scholarship board, and the Valedictorian/Salutatorian board, military display case, etc.
- Verify senior names and colleges for commencement program
- Calculate total money value received by graduating class for awards ,scholarships, and grants for commencement program
- Assist with coordinating the 6th grade "Move Up" Day
- Assist with collecting and reporting post-graduation information
- Coordinate issuing student work permits
- Renews skills to meet those required by increased use of technology and/or the initiating of new policies and practices.

- Assist with creating a monthly counseling office newsletter for students and parents
- Assist guidance counselors and principals with additional duties as needed and/or requested

### **Personal Qualifications:**

- Ability to establish and maintain productive working relationships with students, parents, staff, administration, and the general community.
- Ability to manage work responsibilities and challenges in a fair, firm and equitable manner.
- Ability to recognize areas of concern and propose or recommend appropriate solutions to problems.
- Ability to communicate effectively.
- Ability to listen and respond to people in a professional, effective manner.
- Ability to work on multiple tasks and prioritize appropriately.
- Ability to exercise initiative and make decisions (with input from administration) to meet deadlines or to effectively handle emergency work.
- Ability to work collaboratively with staff, communicate and problem-solve.

### **Professional Qualifications**

- Requires a minimum of a High School Diploma.
- Experience and education in secretarial services. A minimum of one (1) year secretarial experience preferred.
- Requires experience and skills with appropriate technologies (word processing, spreadsheet, presentation and webpage software, email, Internet as a reference/research tool, desktop publishing, creation of various forms, telephone/voicemail system, etc.)
- Requires ability to maintain efficient flow of work schedule and responsibilities.
- Strong interpersonal, organizational and communication skills.
- Maturity and ability to deal harmoniously with all types of people.
- Use of discretion regarding the handling of confidential information.
- Demonstrated ability to work under deadlines and to prioritize tasks.
- Demonstrated ability to effectively generate correspondence and coordinate communication between administration, staff, substitutes and other stakeholders.
- Past indications of willingness to upgrade skills.
- Demonstrated knowledge and application of effective secretarial principles, practices and trends.

- Demonstrated knowledge and application of communication techniques and technologies for job-related responsibilities.
- Must be able to perform the performance responsibilities listed above at a high level.

**Reports To:**

- Building Principals

**Position Requirements:**

**Work Performance:**

- Acknowledges individuals' requests and handles them in a friendly and courteous manner. Promotes a positive team environment through active cooperation with others.
- Maintains awareness of the School District's policies and procedures.
- Follows the chain of command.
- Shows initiative and works with minimal supervision.
- When appropriate, incorporates progressive ideas/concepts into daily responsibilities.
- Keeps District business confidential.
- Responds appropriately to supervision and direction.
- Dresses appropriately for job environment.
- Ability to organize office setting to efficiently accomplish tasks.
- Ability to multitask.

**Temperament:**

- Ability to work as a leader, coordinator and a member of a team.
- Must be courteous and able to effectively manage job responsibilities.
- Must be cooperative, congenial, service oriented, and promote these qualities.
- Ability to work in an environment with frequent interruptions.
- Ability to be respectful and empathetic.

**Personal Skills:**

- Plans and prioritizes assignments effectively.
- Able to handle several ongoing tasks and projects at once.
- Able to adjust to changes in the work environment.

- Reports to work on time, gives a full day's work and makes effective use of time while on the job.
- Maintains a good attitude toward administration, fellow employees and the public.
- Maintains productive working relationship with immediate supervisor

**Technical Skills:**

- Demonstrates the ability to acquire the skill required to operate new and existing software and hardware.
- Has working knowledge of office equipment.
- Proofreads work for grammar and spelling accuracy.
- Ability to compose clear, concise sentences and paragraphs.
- Ability to use computer technology efficiently including word processing, presentation/webpage software, PowerPoint and Excel software applications. Basic Excel: working with multiple sheets in a workbook, basic formulas, etc.
- Using as a data source for mail merges.
- Working with Microsoft Word documents: tables, fill-in forms, protecting documents, graphics, brochures, fliers, certificates, etc.
- Working with desktop publishing tools to create various documents.

**Physical Demands:**

- Occasional traversing throughout school building.
- Often sitting for extended periods.
- Standing for periods of time.
- Moderate lifting from 15-30 pounds.
- Some moving of various items - up to 30 pounds.
- Manual dexterity to use office equipment.
- Repetitive operation of computer keyboard.

**Work Environment:**

- Generally, office setting year-round.

**Driver's License:**

- Must have a valid PA driver's license.

### **Clearances:**

- Every employee must submit an Arrest/Conviction Report and Certification Form as required under Pennsylvania Act 24 of 2011, Act 34 (Criminal Record Check), Act 151 (Child Abuse History Check), FBI (Federal Bureau of Investigation) Criminal History Check, Act 126 (Part I) Recognizing Child Abuse and Mandated Reporter Training, and Act 126 (Part II) Professional Ethics & Educator Discipline Act.
- As per Act 15 of 2015, all clearances must be renewed every five (5) years. Also, as of December 22, 2014, Act 168 of 2014 requires all newly hired employees to provide the District with the Sexual Misconduct/Abuse Disclosure Release Form for all former employers in which they had direct contact with children and any current employer/s. The District may not hire any applicant for a position until the employment history review process has been completed.

### **Terms of Employment:**

- 12-month work year. Salary and benefits per the Collective Bargaining Agreement between the Carlynton School District and the Carlynton Federation of Teachers, AFT Pennsylvania Local #2120, AFT-PA, AFL-CIO, Secretarial-Cafeteria-Aides Unit. The work year schedule will be coordinated with the direct supervisor in conjunction with other secretarial schedules to ensure proper coverage during the summer months.

### **Evaluation:**

- Performance will be evaluated by the Building Principal on the basis of this job description at least once annually. This job description is subject to change as determined by the Superintendent.
- Approved by Administration and provided to the Board of School Directors **February 2025**.