



HIGH SCHOOL OFFICE

High School Records Secretary

Supporting students from enrollment through graduation with accurate records and coordinated services.

This hourly, non-administrative position maintains accurate and confidential student records and supports scheduling, the Counselor's Office, graduation, homeschool reporting, school van coordination, lunch procedures, and related school services.

Position at a Glance

EMPLOYMENT

205 days | 1,640 hours | Hourly

DEPARTMENT

Barnesville High School

WRITTEN AND REVISED

Fall 2026

REPORTS TO

High School Principal

SUPERVISES

None

JOB EVALUATION DATE

TBD

Role Focus

20%		STUDENT RECORDS Files, enrollment, transcripts, and academic history
15%		SCHEDULING & ACADEMICS Schedules, credits, progress, and graduation status
15%		GRADUATION & SENIORS Orders, records, communication, programs, and ceremonies
10%		COUNSELOR OFFICE Testing, mailings, materials, and confidential support
10%		HOMESCHOOL REPORTING Family records, documentation, and state reports
10%		SCHOOL VANS Scheduling, mileage, availability, and service needs
10%		LUNCH DUTIES Cashier procedures, accounts, safety, and supervision
5%		COMMUNICATION Students, families, staff, agencies, and vendors
5%		ADMINISTRATIVE SUPPORT Documents, calendars, deadlines, and projects

Qualification Snapshot

EDUCATION

High school diploma or equivalent;
postsecondary office training preferred

EXPERIENCE

School records, secretarial, counseling office,
or customer service experience preferred

KNOWLEDGE

Student systems, data privacy, transcripts,
scheduling, and detailed recordkeeping

Core Capabilities

- Accurate, confidential management of detailed student records.
- Organized coordination of schedules, deadlines, orders, and reports.
- Ability to use student information and office systems with care.
- Clear service and communication with students, families, staff, and agencies.
- Sound judgment when handling sensitive information and competing priorities.
- Dependable follow-through across the full school year.

01 Student Records**20%***Cumulative files, enrollment, transcripts, student information, and academic history***ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Maintains accurate and confidential student cumulative and permanent records.
- Enters, updates, and verifies student demographic, contact, emergency, academic, and program information in the student information system.
- Processes student enrollments, withdrawals, transfers, and changes in student information.
- Requests and sends student records to and from schools and other educational institutions.
- Ensures records are complete, organized, secure, and maintained according to district policies and legal requirements.
- Processes requests for official and unofficial transcripts as appropriate.
- Maintains documentation of academic history, credits, graduation requirements, and other student records.

02 Scheduling & Academic Records**15%***Course schedules, credits, transcripts, graduation status, and academic progress*

- Assists with student course scheduling and schedule changes.
- Enters and maintains student schedules in the student information system.
- Assists students, parents or guardians, and staff with questions about schedules, credits, transcripts, and academic records.
- Maintains accurate records related to credits, grade levels, graduation status, and academic progress.
- Assists with graduation preparation, including senior records, transcripts, diplomas, programs, and related documentation.

03 Graduation & Senior Class Coordination**15%***Senior records, graduation orders, family communication, programs, and ceremonies*

- Assists seniors with graduation-related processes, including cap and gown orders.
- Serves as a primary school contact with Jostens for cap and gown orders and other graduation needs.
- Coordinates and submits orders for diplomas and other graduation materials and supplies.
- Maintains accurate records of graduation orders and related student information.
- Coordinates graduation communication with seniors, families, staff, and vendors.
- Compiles and prepares the annual graduation program.
- Assists with preparation and organization of graduation ceremonies and related senior activities.
- Verifies senior information for diplomas, programs, and other graduation materials.

04 Counselor's Office Support**10%***Testing information, assessment records, mailings, materials, and confidentiality*

- Provides administrative support to the school counselor and Counselor's Office.
- Prepares and coordinates mailings to students, parents or guardians, colleges, agencies, and other organizations.
- Enters, updates, organizes, files, and maintains student testing information, test scores, and other academic assessment records.
- Assists with the distribution and collection of testing-related materials and information.
- Maintains confidentiality of all student counseling and academic information.

05

Homeschool Information & Reporting

10%*Family communication, required documentation, confidential records, and reporting*

- Serves as the primary district contact for compiling and maintaining homeschool information.
- Collects and maintains required homeschool information and documentation.
- Communicates with families regarding homeschool reporting requirements and related information.
- Maintains accurate records of homeschool students and educational information.
- Compiles homeschool information for required district and state reporting.
- Submits required homeschool reports and documentation within established deadlines.
- Ensures homeschool records are accurate, complete, organized, and confidential.

06

School Van Coordination

10%*Scheduling, assignments, usage records, mileage, availability, and service needs*

- Coordinates and maintains the schedule for school vans.
- Assigns vans for school activities, events, field trips, athletics, and other approved transportation needs.
- Communicates van assignments, scheduling information, and changes to appropriate staff.
- Maintains accurate records of school van usage and compiles mileage information.
- Monitors van schedules and coordinates with staff to help ensure vans are available and properly scheduled.
- Communicates maintenance and service needs to the appropriate personnel.

07

Lunch Cashier & Junior High Supervision

10%*Meal purchases, account procedures, student safety, and lunchroom supervision*

- Serves as a lunch cashier and assists with daily meal account and payment procedures.
- Accurately processes student lunch purchases and maintains appropriate records.
- Assists students with questions related to lunch accounts and meal purchases.
- Provides Junior High lunch supervision and monitors student behavior and safety.
- Helps maintain an orderly and positive lunchroom environment.

08

Communication & Customer Service

5%*Student, family, staff, agency, and vendor communication and service*

- Serves as a primary contact regarding student records and related school matters.
- Responds to telephone calls, emails, and in-person inquiries professionally and promptly.
- Provides clear information regarding enrollment, records requests, transcripts, schedules, testing, graduation, homeschool requirements, and other student matters.
- Communicates effectively with vendors, organizations, agencies, and other outside contacts.
- Handles sensitive and confidential information with professionalism and discretion.

09

Administrative Support

5%*Documents, filing systems, calendars, deadlines, school activities, and projects*

- Provides administrative support to the principal, counselor, administration, and other school personnel as assigned.
- Prepares correspondence, forms, reports, lists, mailings, and other documents.
- Maintains organized electronic and paper filing systems.
- Assists with registration, orientation, testing, graduation, and other school activities involving student records.
- Maintains calendars, deadlines, and records-related schedules as needed.
- Coordinates multiple deadlines and projects throughout the school year.
- Assists with special projects and other duties assigned by administration.

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Professional Context

Decision-making, working conditions, physical effort, and mental effort

Decision-Making, Freedom to Act, and Major Challenges

The Records Secretary follows district procedures and the direction of the Principal and school counselor to manage routine records, scheduling, graduation, reporting, transportation coordination, and service matters. Policy decisions, unusual requests, and matters requiring administrative judgment are referred to the Principal or other appropriate staff.

Working Conditions

Work is performed primarily in the high school and Counselor's offices with frequent contact with students, families, staff, agencies, and vendors. The position includes Junior High lunch supervision and may involve busy registration, testing, reporting, graduation, and school-event periods.

Physical Effort

The position requires extended sitting and regular use of computers and office equipment, along with standing and walking during lunch supervision and occasional movement of records, testing materials, graduation supplies, and other materials.

Mental Effort

The position requires accuracy and discretion while managing confidential records, transcripts, schedules, testing information, graduation details, financial transactions, interruptions, multiple deadlines, and student or family questions.

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Accountability & Expected Outcomes

Position accountability and annual performance expectations

A performance evaluation will be conducted annually by the High School Principal.

Supervision of Others

The position does not supervise other employees. It coordinates information, records, schedules, orders, reports, and services with students, families, the counselor, the Principal, staff, vendors, agencies, and other schools under administrative guidance.

Machines, Tools, Equipment, Electronic Devices, and Software

- Uses computers, scanners, printers, telephones, copiers, office equipment, JMC, student information and testing systems, graduation vendor systems, spreadsheets, word processing, email, lunch cashier equipment, and school van scheduling and mileage records.

Job Outcomes

- Maintains complete, accurate, secure, and confidential student cumulative and permanent records.
- Processes enrollment, withdrawals, transfers, transcripts, schedules, credits, and academic records accurately and promptly.
- Provides dependable administrative and testing support to the school counselor and Counselor's Office.
- Coordinates accurate graduation records, orders, communication, programs, and ceremony preparation.
- Maintains complete homeschool documentation and submits required reports on time.
- Coordinates school van schedules, assignments, mileage records, availability, and service communication.
- Processes lunch purchases accurately and provides safe, orderly Junior High lunch supervision.
- Communicates clearly and professionally with students, families, staff, schools, vendors, and agencies.
- Manages records-related calendars, deadlines, documents, files, and projects with dependable follow-through.

Position Description Statement

This description summarizes the general nature of the work expected of an individual assigned to this position. Employees may be required to perform other job-related duties requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.