

Secretary, Guidance - Middle School, S3/10

JOB DESCRIPTION

POSITION TITLE
MINIMUM

MIDDLE SCHOOL GUIDANCE SECRETARY, S-3

QUALIFICATIONS

- High School graduate
- Computer proficiency required
- Strong clerical abilities
- Well organized and detail oriented
- Excellent interpersonal and communication skills
- High energy level
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO
JOB GOAL(S)

MIDDLE SCHOOL PRINCIPAL

To effectively organize the operations of the guidance office
and to assist in guidance department-related and school-
based functions.

PRIMARY RESPONSIBILITIES

1. Maintains and updates student permanent records, including transferring of information from the elementary schools and to the high school.
2. Completes transfers and requests for records from parents and other schools for students leaving the district and/or attending summer programs, and notifies staff of exiting students.
3. Processes new student information, contacts previous schools for records, creates permanent records for students entering the district and notifies staff of incoming students.
4. Creates, with building-level administration, the teacher and staff observation schedule.
5. Maintains all staff personnel files by processing observations, evaluations, BOE recommendations, PIPs and ensuring said documentation is complete and up to date. Coordinates with Human Resources Department.
6. Processes homework and schoolwork requests for absent students.
7. Creates and maintains a schedule for the usage of the guidance office conference room.
8. Maintains weekly schedules for team meetings with parents including notification of parents and teachers.
9. Contacts parents, arranges meetings, and creates contracts for Contract for Choice.
10. Maintains IEP and 504 plan records.
11. Coordinates Interim Reports including solicitation, preparation, collection, reporting to guidance counselors and mailing to parents.
12. Coordinates the Principals' Breakfast and other school awards programs including the creation of certificates, parent notification, award solicitation to teachers, creation of database, organization of certificate signatures, etc.
13. Coordinates 5th to 6th grade transition programs with the elementary schools and guidance visits to the elementary schools.
14. Assists in the student scheduling process as requested by school administration.
15. Creates and mails level notification letters to parents for the next school year.
16. Maintains a warm, welcoming atmosphere within the guidance office. Welcomes all visitors to the guidance office and assists them with their needs. Arranges out-of-town visitations and provides information to prospective students as requested.
17. Assists guidance staff and social worker with reasonable requests for clerical and program support, and miscellaneous projects as requested.

TERMS OF EMPLOYMENT 10 Months

Salary and benefits per SOMEA Agreement