

Secretary, High School Guidance Dept., S4/12

JOB DESCRIPTION

POSITION TITLE MINIMUM

S4, Secretary CHS Guidance Department
College preferred

QUALIFICATIONS

Secretarial skills and a high degree of computer literacy that includes the use of Microsoft Word applications

Strong organizational skills

Ability to interact with general public with extreme tact, discretion and diplomacy

Ability to work independently and as part of a team

Ability to multitask and work under pressure

Participates in the development of a work environment that is supportive to the educational goals of the school

Required criminal history background check

Proof of U.S. citizenship or legal resident alien status
Director of Guidance

REPORTS TO JOB GOAL(S)

To facilitate the efficient functions of the guidance department and assist the director of guidance.

PRIMARY RESPONSIBILITIES

1. Organize and prepare for printer the Curriculum Guide, CHS Information Folder, and the CHS Profile.
2. Collect data through a student questionnaire, verify student response, tabulate results, and prepare required district and state reports.
3. College Admission Decision Reports for current graduating class.
4. Correct and update list of graduates as students meet graduation requirements.
5. Coordinate all counseling department programs such as College and Career Night, Senior Recognition Night, Advanced Placement Exams, scholarship programs (Byrd Scholarship, Star Ledger Scholars, Whiz Kids, National Merit, etc.)
6. Circulation of failure notices to teaching staff and counselors followed by mailing of failure notices/letters; duplicate mailings to guardians/parents.
7. Produce weekly Guidance News from information received in mail and other sources.
8. Purchase orders and maintain guidance purchase order book.
9. Order supplies for counseling staff.
10. General duties that included preparing mid-year transcript of grades and final transcripts of grades for mailing to schools/colleges; correspondence as required by counseling staff; assist other guidance support staff with phones, students' and parents' requests.

TERMS OF EMPLOYMENT 12 months

Salary as per SOMEA agreement