

## DELRAN TOWNSHIP SCHOOL DISTRICT

### Secretary, Guidance

Reports to: Guidance Counselor/School Principal

Job Goal: Serves the counseling/administrative staff by processing and maintaining accurate school/student records and completing other tasks of the counseling office as requested.

Essential Duties and Responsibilities: *Other duties may be assigned.*

- Answers routine phone inquiries, takes messages, routes calls.
- Distributes mail for counseling department.
- Registers new students and requests and processes new student records.
- Maintains student demographics on computer.
- Schedules appointments for counselors.
- Maintains quarterly honor roll.
- Coordinates and processes college applications and transcripts for students.
- Types, prepares, distributes, records, reports, correspondence etc. related to counseling functions.
- Processes and maintains student records.
- Takes/transcribes notes for correspondence.
- All other duties as assigned by your immediate Manager and/or Superintendent.

Supervisory Responsibilities:

None

Qualification Requirements:

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.

Education and/or Experience:

High school diploma or general education degree (GED) and one year previous office experience preferred.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before parents, staff and students.

Mathematical Skills:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Other Skills and Abilities:

Ability to pass a typing test at 55 words per minute. Demonstrated ability to operate a personal and mainframe computer and related software. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

Physical Demands:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is almost continuously required to sit, and talk or hear. The employee is occasionally required to walk and stand and may twist at the neck more than the average person. The employee is occasionally required to reach with hands and continuously will repeat the same hand, arm or finger motion many times as in typing. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

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.

The noise level in the work environment is usually moderate. The employee continuously is interacting with the public, staff and students.

Evaluation:

Performance of this job will be evaluated annually in accordance with state law and the provisions on the Board's policy on evaluation of non-certificated personnel.

**APPROVED BY THE BOARD OF EDUCATION: May 07, 2012**