

Poquoson City Schools
JOB DESCRIPTION

TITLE: Guidance Secretary – Secondary School

This position is ___exempt or ___**X**___non-exempt.

PRIMARY FUNCTION:

Provides clerical office support for the guidance office in a secondary school

MINIMUM QUALIFICATIONS:

Any combination of education and experience equivalent to graduation from high school supplemented by business/clerical courses

KNOWLEDGE, SKILLS AND ABILITIES:

- Extensive knowledge and practice of computer skills to include the Office Suite and student database system
- Demonstrates initiative and self-direction
- Exhibits flexibility and patience in working with all students, parents and staff
- Ability to communicate effectively both orally and in writing
- Physical agility to bend, stoop, kneel and lift up to 30 pounds unassisted
- Ability to sit for extended periods of time

GENERAL PERFORMANCE RESPONSIBILITIES:

- Serve as the school's registrar
- Maintain student records and files, both electronic and hard copy
- Enter enrollment and course history information for new students
- Compile information for annual drop-out report
- Print and distribute student schedules (yearly, and as changes occur)
- Print and distribute report cards (quarterly)
- Maintain and update daily and period attendance (PMS)
- Generate honor roll and distribute to press (quarterly)
- Answer telephone, take messages, screen calls and answer routine questions in accordance with general instructions; serve as office receptionist; greet, screen and direct callers to appropriate staff member
- Query and generate reports from the student database system
- Set up and maintain office files and records, reports and correspondence required for reference and efficient operation of office
- Knowledge of School Board policies and division practices relevant to job
- Maintain confidentiality of reports, records, correspondence and communications
- Other duties as assigned

TERMS OF EMPLOYMENT:

Salary according to School Board Pay Plan and contract length 210 days, eight hours per day

EVALUATION:

Reports to the building principal and will be evaluated in accordance with School Board policy and administrative regulations on evaluation of classified employees

APPROVED BY DEPUTY SUPERINTENDENT OF INSTRUCTION & SUPPORT SERVICES

June 2010