

TITLE GUIDANCE OFFICE SECRETARY/REGISTRAR-GREENEVILLE MIDDLE SCHOOL

QUALIFICATIONS

1. Have a high school education or general equivalency diploma.
2. Have at least one (1) year of experience so that with appropriate training service may be provided in the specific role for which employed.
3. Have knowledge of keyboarding, office machines, and computers.
4. Meet health and physical requirements.

JOB GOAL

The Guidance Office Secretary is responsible for assisting the Guidance Director, Counselors, and Testing Coordinator in order that they may devote maximum attention to administering an effective guidance program.

ORGANIZATIONAL RELATIONSHIP

The Guidance Secretary/Registrar of Greeneville Middle School reports to the Guidance Director of the school.

ESSENTIAL FUNCTIONS

1. Serves as secretary to guidance counselors including scheduling appointments for parent conferences and student requests.
2. Composes or transcribes correspondence, bulletins, student handbooks, and memoranda from rough drafts.
3. Prepares communications using various types of office equipment.
4. Acts as guidance office receptionist and greets the public by telephone as well as in person.
5. Directs telephone calls and messages to proper recipients and personally assists students and teachers with routine questions or problems.
6. Keeps accurate records, collects data and prepares reports as required.

ESSENTIAL FUNCTIONS (continued)

7. Supervises student office workers.
8. Keeps guidance office attractive and materials up-to-date.
9. Maintains a pleasant attitude by being tactful and courteous with all school personnel, students and visitors.
10. Maintains the confidentiality of reports, records, and personal experiences of a private nature regarding students.
11. Maintains an inventory of guidance office supplies.
12. Prepares lists of students for Gold Cards, Achiever Cards, and Perfect Attendance for the principal.
13. Administers first-aid to sick and injured students and teachers, including the notification of parents and reporting of accidents to the administrative office.
14. Collects information and maintains accurate permanent records for students including special education and psychological materials.
15. Prepares and processes student enrollments and withdrawals including teacher notification.
16. Performs necessary duties to prepare grade reports.
17. Prepares progress reports and daily contracts upon request.
18. Performs other duties as assigned by the guidance director, counselors, principal and assistant principal.

PHYSICAL DEMANDS

This job may require lifting of objects not to exceed 20 lbs., with frequent lifting and/or carrying of objects weighing up to 10 lbs. Other physical demands that may be required are as follows:

1. Stooping and/or kneeling
2. Talking
3. Hearing
4. Seeing
5. Reaching

TEMPERAMENT (Personal Traits)

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, or planning of an activity.
3. Adaptability to dealing with people beyond giving and receiving instruction.
4. Adaptability to generalizations, evaluations, or judgmental criteria.

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

1. **Intelligence**: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. **Verbal**: Ability to understand meanings of words and the ideas associated with them.
3. **Numerical**: Ability to perform arithmetic operations quickly and accurately.
4. **Data Perception**: Ability to understand and interpret information presented in the form of charts or tables.

WORK CONDITIONS

Normal to very hectic environment.

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.