

## SCHOOL DISTRICT OF IOLA-SCANDINAVIA

541.24

### MIDDLE/HIGH SCHOOL COUSELING OFFICE SECRETARY (Job Description)

Qualifications: (1) Must have graduated from high school; (2) Must have successfully completed a vocational or college course with emphasis on office practice and procedure. Direct appropriate school secretarial experience may be substituted for advanced training. (Such experience must be extensive); (3) Must possess expert communication skills, both written and oral; (4) Must be capable of effectively operating a word processor, copier, including initial maintenance requirements, and a calculator; (5) Must have strong knowledge of basic bookkeeping and recordkeeping; (6) Must be able to use a telephone effectively; (7) Must be able to effectively supervise students; (8) Must possess good public relations skills; (9) Must be able to maintain confidentiality on student, personnel and legal matters; (10) Must be flexible and able to cope with and adjust to changing job requirements and jobs; (11) Must be able to effectively set priorities in order to complete required work; (12) Must be able to meet deadlines and new requirements; (13) Must be able to deal with a wide variety of people and situations; and, (14) Must meet any additional qualifications set by the district.

Tests may be administered to determine the extent to which an applicant meets some of the above qualifications.

Chain of Supervision: Reports directly to the Middle/High School Counselor and Principal.

Duties and Responsibilities: The Middle/High School Counseling Office Secretary shall have a multitude of responsibilities relating to the operation of the middle/high school counseling office. He/she must communicate effectively, use good public relations skills, adapt to changing situations and meet deadlines and new requirements.

Responsibilities of the Middle/High School Counseling Office Secretary shall include:

1. Assist/cover the main office from 7:15-8:20 a.m. and 11:30-12:45 p.m. Responsibilities include answering the phone, recording lunch payments, assisting students and visitors and distributing mail as appropriate
2. Register new students
3. Receive, record and properly file incoming student records
4. Enter new student course history and update ranks as necessary
5. Collect, organize, and send outgoing student records to requesting schools
6. Maintain student cumulative files/records
7. Maintain student immunization records, complete immunization reports and notify parents of incomplete immunization records and requirements
8. Review emergency card information each fall and update information in the Student Management System. Distribute this information as appropriate to staff.
9. Schedule, order food and prepare documents for Senior Information Session each fall

10. Prepare and distribute High/Middle School progress reports
11. Prepare and distribute High/Middle School report cards
12. Update class ranks after each semester
13. Compile information for High/Middle School Honor Roll for each quarter and semester and distribute
14. Compile information for High School quarterly Commons List and distribute
15. Compile information on quarterly missing assignments and distribute
16. Compile and distribute student failure lists for Middle/High School students
17. Type Student of the Month Letters and mail to parents
18. Assist students in preparing Act Test registration forms
19. Develop a teacher directory.
20. Gather information for Scholastic Letters earned by students
21. Distribute ballots to teachers, collect & tally votes, and issue press releases for students who earn the Daughters of American Revolution (DAR), Badger Boys State, and Badger Girls State awards
22. Schedule and announce visits of representatives from colleges, technical schools, military services, and private training facilities
23. Type recommendations for the Counselor on behalf of students for colleges, technical schools, scholarships, special awards and military service
24. Type correspondence and reports for the Counselor
25. Assist in distributing, collecting, and maintaining State testing documents
26. Send out and record applications, transcripts and recommendations to schools
27. Assist with student schedules
28. Compile and update course information and assemble Course Guides for the next school year
29. Enter student course selections for the next school year
30. Distribute ballots, tally votes, prepare programs, order food and flowers for National Honor Society
31. Maintain scholarship files
32. Prepare scholarship letters for graduation ceremony
33. Provide follow-up correspondence with scholarship providers for previous years scholarship award winners
34. Order graduation diplomas
35. Complete requisition orders for Counseling Office
36. Send final Senior transcripts to college/technical school
37. Issue Work Permits for Middle/High school students
38. Keep bulletin board information current
39. Maintain college/technical/specialty schools information drawers
40. Assist Counselor during quarterly evening Parent-Teacher Conferences
41. Perform any and all other duties assigned by the Middle/High School Counselor or Principal.

Evaluation: The Middle/High School Principal shall complete a written evaluation on an annual basis. He/she shall receive input from the Middle/High School Counselor.

Terms of Employment: The Middle/High School Secretary shall be employed for the contractual school year with contract provisions to conform with the negotiated agreement between the Board and the Iola-Scandinavia Auxiliary Association (I-SAA).

He/she shall be on duty during normal office hours (7:15 A.M. to 3:45 P.M.).

CROSS REF: I-SAA Contract

APPROVED: May 14, 2001

REVISED: 06/08/2009