

# JOB DESCRIPTION

## Cumberland County School District

### REGISTRAR/GUIDANCE COUNSELOR SECRETARY

#### Purpose Statement

The job of Registrar/Guidance Counselor Secretary was established for the purpose/s to efficiently accomplish the administrative tasks/mission in a guidance counselor office. The position requires the ability to utilize initiative and good judgment in the scheduling of work, ensuring the accuracy of work and in assisting students or teachers with problems.

This job reports to Principal

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#### Essential Functions

The work tasks will vary based on student enrollment and individual guidance counselor requirements but the guidance counselor secretary should be familiar with all functions and be prepared to accomplish them. These tasks should not be construed as a complete listing of the assignments that may be given to an employee, nor are such assignments restricted to those precisely listed.

- ‘ Performs secretarial duties for assigned personnel where responsibilities of trust and accuracy are important and knowledge of the school and school system is essential.
- ‘ Compose letters of recommendation, letters of attendance, and other correspondence.
- ‘ Assist students by mailing transcripts to colleges, universities, students, businesses, armed services and scholarship committees.
- ‘ Inform parents concerning attendance, academic progress as requested by parents, counselors and principal
- ‘ Types, duplicates, and distributes miscellaneous correspondence as requested by the principal.
- ‘ Receives and distributes incoming mail.
- ‘ Registers new students, request record from previous school, verifies documents received, maintains student file, follows up on deficiencies in records.
- ‘ Secure Grade check/progress reports on students as requested by parents, teacher, principal, and assistant principals.
- ‘ Assist with pre-registration making sure each student, receives pre-registration material and information needed, compile course requests, separate and alphabetize for counselors.
- ‘ Enter data for incoming students and assist with orientation.
- ‘ Maintain school records on every student and keeping student records secure.
- ‘ Register and assist in administering various tests such as: ACT, PSAT, PLAN, etc.
- ‘ Compile, organize and distribute scholarship applications.
- ‘ Maintain an accurate senior list and order diplomas.
- ‘ Assumes other special activities and/or responsibilities as assigned by the principal or superintendent.
- ‘ Must be a self-starting team player that can perform varying tasks, in a cooperative manner, with little or no direct supervision. Often changing from one task to another of differing nature.
- ‘ Develop knowledge of school policy, procedure and day to day operations.

#### Other Functions

- ‘ Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

#### Job Requirements: Minimum Qualifications

##### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: effective communication; operating standard office equipment including pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE shall have no less than a high school education or an equivalency high school diploma. Shall have knowledge of typing, office machines, duplicating machines and computer sufficient to perform essential functions. At least one year work experience or appropriate Vocational Technical school training so that tasks can be performed.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and

operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: flexibility; establishing and maintaining effective working relationships; meeting deadlines and schedules; working with frequent interruptions; and maintaining confidentiality.

**Responsibility/Complexity**

The position is involved with the direct support of a public school's administrative requirements/routines. Guidance Counselor Secretary will often be the first staff member encountered by parents, either in person or telephonically, requiring courtesy and tact. The receipt and proper routing of requirements/requests, for resolution, are critical to providing the most efficient support.

**Guidelines**

The guidelines for accomplishing the requirements of this position will be principal guidance, school administrative procedures, traditional practices, local Board of Education policy and appropriate State and Federal laws/regulations. Much of the work is performed independently with general supervision and requires judgment to accomplish non-routine tasks or meet student needs.

**Working Environment**

The work is moderately sedentary, but some lifting of objects that may exceed 20 pounds with frequent lifting and/or carrying of objects that weigh 10 pounds or more. Other physical demands that may be required are pushing, pulling, climbing and/or balancing, stooping, kneeling, crouching and/or crawling, reaching, handling and/or feeling, talking, and/or hearing and seeing. Must display the ability to precisely coordinate hand, finger and eye motions/movements. All positions require a physical exam to meet health and physical requirements. The work is performed in an office environment, but many tasks are accomplished throughout the school facility and its grounds.

**Experience** Job related experience is required.

**Education** High School diploma or equivalent.

**Equivalency** None Specified

**Requirement**

Pre-employment Proficiency Test  
This is a non-certified position.

**Continuing Educ. / Training**

None Specified

**Certificates & Licenses**

Posses and maintain a valid Tennessee driver's license

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

Updated 6/28/18

**Salary Grade**