

JOB TITLE: Guidance Assistant Secretary - Senior High School  
REPORTS TO: Principal and/or Assistant Principals and/or Counselors  
JOB GOAL: To assist the principal and other school personnel by the efficient operation of the school guidance office

JOB RESPONSIBILITIES:

1. Process correspondence by typing and composing in a neat professional manner.
2. Maintain all files in a complete, orderly manner in accordance with building and district procedures.
3. Prepare and copy other instructional materials as assigned by the principal and counselors.
4. Process, photocopy, type and prepare forms for school and office utilization.
5. Prepare and post notices to building staff as directed by the principal and counselors.
6. Maintain office logs, appointment books, and registers as assigned by the principal and counselors.
7. Maintain an inventory of office supplies and equipment as required by the principal and counselors.
8. Prepare requisitions for materials and send them to the principal's office in a timely manner.
9. Receive, unpack and verify incoming shipments of materials.
10. Compute and record all cash when received in the office from various sources.
11. Prepare and mail student quarterly progress reports.
12. Assist in the enrollment and registration of new students with necessary information and directions.
13. Maintain student registration files, schedule cards and class rosters for the proper enrollment of the student.

14. Maintain class rosters and course tallies - daily addition and subtraction of new and dropped students.
15. Assist with the preparation for testing and organization of completed testing.
16. Assist with academic performance reports by collecting, alphabetizing, and mailing.
17. Assist with the mailing of fourth quarter report cards.
18. Acquire homework for students on extended stays at home.
19. Assist with college night organization and correspondence pertaining thereto.
20. Assist in guidance procedures for honors night and graduation.
21. Assist in maintaining current college and career information for the successful use of the career center. Order new information for the career center.
22. Prepare and organize for pre-enrollment of current students concerning master schedule and individual student schedules.
23. Assist with summer assignments of all locks and lockers.
24. Receive students, parents and all others in a courteous manner.
25. Accept phone calls using procedure identified by building principal.
26. Assist in the daily office routines during summer school.
27. Type and distribute semester honor rolls.
28. Prepare the master schedule in accordance with administrative directive.
29. Prepare, copy, and distribute freshmen orientation letters and schedules.
30. Prepare, copy, and distribute letters and schedule on Open House for parents.
31. Perform other job duties and responsibilities necessary in the operation of the guidance office.

JD LOCATOR: 4.12.4

TERMS OF EMPLOYMENT: In accordance with length of job defined in the district handbook for classified personnel.

EVALUATION: One annual evaluation submitted to the personnel office by April 1st. Additional reports may be submitted at the discretion of the building principal.

SIGNED BY SECRETARY: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNED BY SUPERVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_