
SECRETARY- GUIDANCE

Title: High School Guidance Secretary

Qualifications:

- 3 – 5 years related experience.
- Excellent computer skills including, but not limited to, word processing and spreadsheet skills.
- Excellent interpersonal skills.
- High organizational ability.
- Able to work independently with minimum supervision.
- Ability to multi-task and prioritize.

Reports to: Principal
Guidance Academic Coordinator

Job Goal: To create and maintain an inviting and effective guidance office.
Day-to-day supervision and assignment of duties by High School Guidance Counselors.

Key Responsibilities:

- Establish and maintain effective communication with students, staff, parents, community members and others.
- Participate in professional growth activities in order to maintain and increase the knowledge required to perform the job successfully.
- Maintain a cordial, welcoming atmosphere.
- Promptly file information in student cumulative files.
- Maintain a current, organized and comprehensive resource library of college materials and applications. Contact colleges for updated materials.
- Maintain college applications and files.
- Perform general office duties: Answer the phone, greet people, photocopying, faxing, word processing, filing, sorting mail, etc.
- Schedule and promote military and college recruiter visits.
- Prepare registration packets for new students.
- Provide secretarial support for Guidance Counselors, Social Worker and School-to-Career Coordinator, plus Administration as needed.
- Calculate percentages for students' post secondary plans and compile list of colleges attended for school profile.
- Process all outgoing college applications and letters of recommendation, in addition to sending transcripts.
- Coordinate the complete scholarship process, including: Maintain files on all current scholarships. Compilation and distribution of scholarship list Communication with scholarship organizations. Update and distribute scholarship applications.
- Collect applications and forward to scholarship organizations.
- Compile information for and take notes at Scholarship Committee meeting.
- Compile lists of scholarship recipients and presenters for Class Day and Graduation.
- Mail transcripts for current students and graduates as requested.
- Assist counselors with add/drop paperwork for schedule changes.
- Support the main office when coverage is needed.
- Compile the list of college acceptances and senior plans.
- Work with the Registrar on projects as needed, such as mailing of report cards and transfer student records.
- Send important dates and other info to the school newsletter editor.
- Maintain guidance office bulletin boards.
- Inventory general office supplies and work with Academic Coordinator to order needed supplies.
- Perform such other tasks and assume such other responsibilities as the guidance counselors and administrators may assign.

Legal and Ethical Duties:

Uphold school policies and procedures as outlined by the RSU 40/MSAD 40 School Board and the MVHS Administration.

Maintain high standards of professionalism and confidentiality.

Maintain accurate and up-to-date records, adhering to the Family Educational Rights and Privacy Act with student records.

Arrives and departs punctually, notifying appropriate personnel about absences and coverage.

Salary and Benefits:

Salary and benefits will be determined by the current Collective Bargaining Agreement between the RSU #40/MSAD #40 Board of Directors and the Medomak Valley Education Association.

Evaluation:

Administration, with input from the Guidance Academic Coordinator, will evaluate performance in accordance with policy.

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.