

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate.

REPORTS TO Principal

GENERAL RESPONSIBILITIES

1. Provides secretarial and clerical services to the Guidance Department.
2. Registers and withdraws students.
3. Maintains student records in a timely and efficient manner.

SPECIFIC RESPONSIBILITIES

1. Serves as receptionist by screening calls, taking messages, scheduling appointments and assisting students and parents.
2. Types routine correspondence, lists, reports, etc. for the Guidance Department/school.
3. Assists in the registration of all incoming students by checking for required documentation, requesting records from other schools and maintaining records in cumulative folders.
4. Assists in the withdrawal of students by preparing required withdrawal forms, making copies of necessary documentation from the cumulative folder required for registration in another school, and updating the cumulative folder with pertinent information before filing in the withdrawal files.
5. Updates student TERMS information regarding registration and withdrawal of students including student demographic information.
6. Maintains student cumulative files by filing students' report cards, test scores, shot records, etc.
7. Updates students' shot records and informs parents of needed immunizations.
8. Inputs data into the computer for special programs.
9. Assists counselor with the preparation of student class schedules.
10. Processes FTE student count by compiling data and reviewing and correcting reports
11. Maintains all general files for the department.
12. Assists with the preparation of academic and graduation programs.

13. Sends transcripts for current and former students as needed.
14. Maintains the security of students' records by ensuring they are locked and secured at the end of the work day.
15. Performs such other duties as assigned