

## Secretary, Guidance/Registrar – High School

### School District Job Description

**Position Title:** Secretary, Guidance/Registrar, High School

**Department:** Building

**Reports to:** Counselors, Principal

---

#### **SUMMARY:**

Responsible for phone, mail and appointments in guidance office; maintains student file set in SIS.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*(Other duties may be assigned.)*

#### **Guidance Secretary**

- Answers student inquiries or scheduling appointment times for students to meet with their counselor.
- Keeps timely information available in the counseling office.
- Prepares & distributes reports as requested.
- Processes homework requests.
- Works with counselors to communicate scholarship information through scholarship postings, senior newsletter, etc and work with counselors to track scholarship.
- Processes applications as they are turned into the counseling office.

#### **Registrar**

- Processes students entering PHHS or withdrawing from PHHS.
- Prepares for various activities throughout school year – Freshman Orientation, Meet the Teacher's Night, Academic Letter assembly, etc.
- Maintains student demographics in system and in files.
- Requests and/or sends student information to and/or from schools, military, etc.
- Maintains & reports honor rolls and class rank information.
- Creates & distributes grade cards.
- Provides support for teachers with on-line grade book.
- Maintains & insures the integrity of students' transcript information in system & in files including credits earned, transferred, lost, recovered, etc.
- Maintains and sends senior transcripts to colleges.

Acknowledged \_\_\_\_\_

Date \_\_\_\_\_

- Works with administrators to process seniors applying for early graduation.
- Works with National Honor Society as they go through their selection process.
- Works with counselors during the scheduling process.
- Works with administrators during Senior Awards Assembly, check out process and Graduation.

**SUPERVISORY RESPONSIBILITIES:**

None

**EDUCATION and/or EXPERIENCE:**

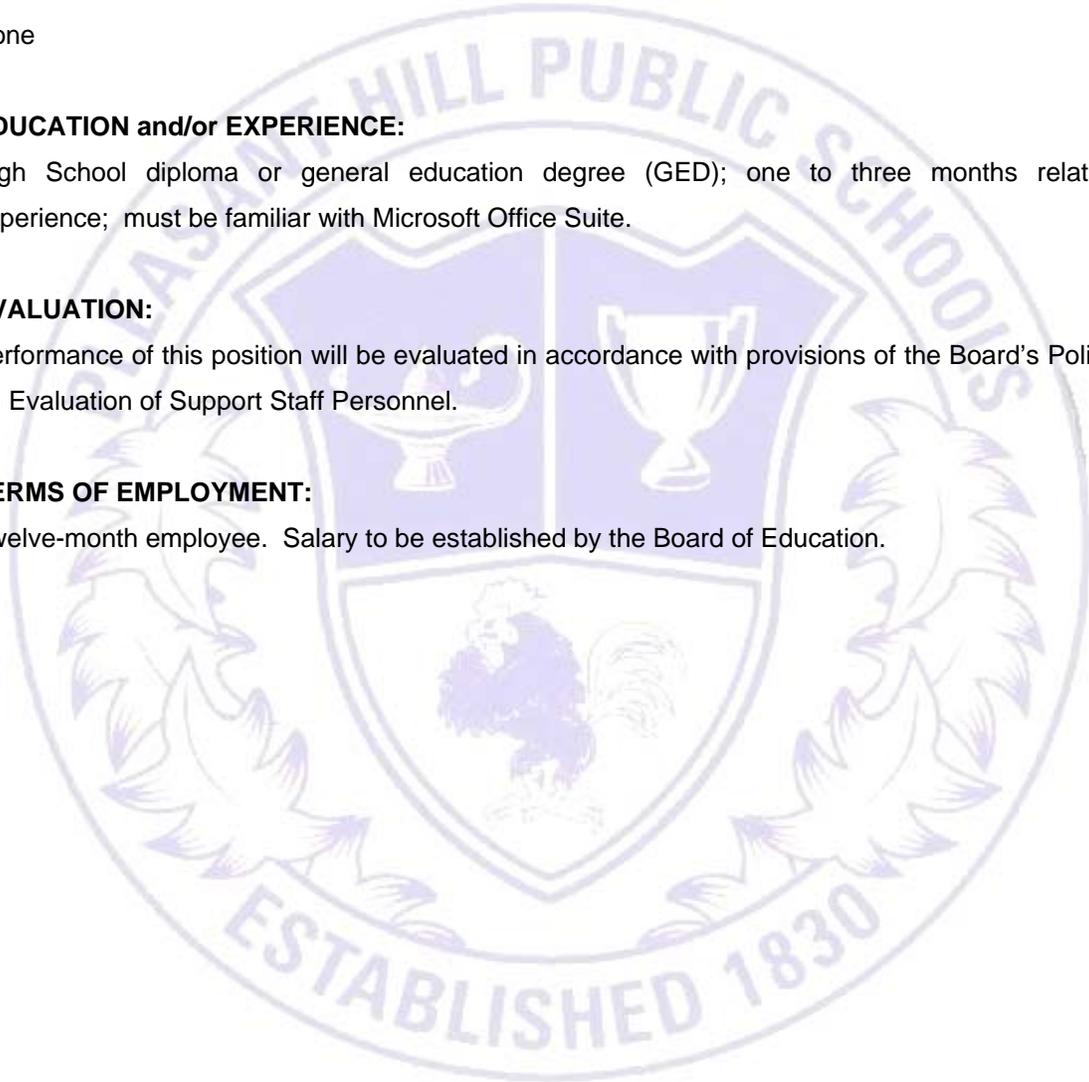
High School diploma or general education degree (GED); one to three months related experience; must be familiar with Microsoft Office Suite.

**EVALUATION:**

Performance of this position will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Support Staff Personnel.

**TERMS OF EMPLOYMENT:**

Twelve-month employee. Salary to be established by the Board of Education.



Acknowledged \_\_\_\_\_

Date \_\_\_\_\_