

TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

SECTION: CLASSIFIED/SUPPORT
EMPLOYEES

TITLE : JOB DESCRIPTION –
GUIDANCE SECRETARY

ADOPTED: JANUARY 19, 2015

REVISED: May 20, 2019

504.2 F JOB DESCRIPTION – GUIDANCE SECRETARY

Student Related Duties

1. Set up schedules for students (Pre-K through 12th grade).
 - a. Make appointments for Kindergarten.
 - b. Mail our registration packets for Kindergarten.
 - c. Make registration packets which consist of: work, sheet, entrance form, bus form, home language form, emergency information form, health history, dental form, and medical examination form.
2. Revise information in ProSoft for class/schedule changes.
 - a. Make necessary changes to schedule in ProSoft per Guidance/Administration request, get teacher signatures, send out change notifications to all affected staff, file.
 - b. Update system per nine weeks/semester.
3. Enroll Students
 - a. Request student records from previous districts.
 - b. Notify transportation for addition to bus route, cafeteria, front office, etc.
 - c. Tour the building, meet with school personnel.
 - d. Set up schedule in ProSoft.
 - e. Serve as a contact person for students receiving services at other school districts.
4. Withdraw Students
 - a. Copy and send records of withdrawn students to new district (faxes and phone calls).
 - b. Notify transportation for addition to bus route, cafeteria, front office, etc. for obligations.
5. Assign PA Secure ID's for all students thru PDE website.
6. Set up permanent files for students.
7. Revise student information in ProSoft upon receipt of change of address, etc.
 - a. Notify transportation in case a bus route change is needed.
 - b. Notify front office for school reach.
8. Prepare college transcripts for seniors and alumni upon request.
9. Meet the 10 through 12th grade students to ensure they have credits needed to attend college or trade school.
10. Prepare student work permits as needed.

Test Related Duties

1. Order test materials.
2. Account for all material, separate and distribute handbooks to teachers.
3. Schedule PSSA test and other state tests.
4. Schedule all tests, activities, snacks and booklets for scores.
5. Gather, verify and mail test results.
6. Mail test scores home to parents.
7. Copy all student test results and file them in students' permanent files.

Grade Related Duties

1. Print and check ineligible list with teachers.
2. Prepare ineligible list for Athletic Director and coaches (weekly during sport seasons).
3. Print grade verifications and hand out to teachers when returned. Correct grades, print progress reports/report cards.
4. Print and check confirmation grade list for teachers prior to progress reports and before sending report cards home.
5. Send out progress reports (every nine weeks).
6. Honor Roll
 - a. Print honor roll letters and mail home to parents (every nine weeks).
 - b. Print honor roll certificates for elementary students for Principal and Superintendent to sign and give to students.
 - c. Send the honor roll list to the newspaper (every nine weeks).
7. Run final grade report at end of the year and place in students' permanent files.

Guidance Office Duties in Collaboration with Guidance Counselor

1. Schedule student programs.
2. Schedule college presentations.
3. Schedule Armed Forces recruiter meetings.
4. Disseminate curriculum and remediation information.
5. Set up meetings with college representatives and students.

General Office Duties

1. Answer telephone for guidance counselor and over flow from front office.
2. Open and distribute mail and email.
3. Attend meetings as designated.
4. All other duties as assigned.
5. Assist front office/Principal secretary as needed.

Culminating Projects.

1. Maintain spreadsheet and project files for each student in grades 9-12.
2. Schedule meetings.
3. Assist with mailings.
4. Coordinate evaluators and presentation day.