

Fairfield Public Schools

Title: High School Guidance Secretary

Job Purpose Statement: Performs secretarial and clerical administrative duties for guidance office counselors, and assists counselors, students, teachers, parents and visitors with appointments, information, and schedules as appropriate.

Supervision Received: Receives general supervision from assigned counselors and other authorized school administrators.

Supervision Exercised: None

Essential Job Functions:

Provides secretarial and clerical support to school counselors. Organizes work according to established or standard office procedures. Word processes college recommendations, correspondence, memoranda and reports; and prepares routine correspondence. Coordinates with counselors appointment schedule to interview students and/or parents. Interacts with students and parents directly in arranging guidance office contacts and activities.

Establishes, organizes and maintains student record filing system. Enters student schedules and retrieves data in, or from, an automated filing system. Maintains related file card system for counselors. Records SAT, P.S.A.T. and C.A.P.T. information and results, special education information, and college information.

Collates information for P.P.T. meetings and annual reviews for special education. Records narrative information and data as, necessary. Organizes and enters confidential student information into permanent filing system.

Organizes and collates student information for counselors, including student directories, homeroom lists, and daily schedules. Assigns lunch passes. Distributes failure cards to counselors and sends letters to parents.

Prepares, organizes and collates student data and information for record-keeping and college admission or future planning. Copies and processes transcripts and adds student activity information, honors lists; special education forms, and related press releases. Mails mid and final transcripts and recommendations to colleges.

Organizes, prints and mails student progress reports, P.P.T. recommendation letters, summer school letters, schedules to parents and the college application package.

Incidental Job Functions:

Screens incoming correspondence or calls, and refers to appropriate staff members.

Organizes and prepares data and related information for periodic reports to school authorities.

Performs related work as required. May assist with clerical tasks in other offices as needed.

Knowledge, Skills and Abilities: Ability to relate in a positive, friendly manner with students, parents, staff members and the public. Ability to solve practical problems and deal with a variety of situations where only limited standardization exists. Ability to perform a variety of instructions furnished in written, oral, diagrammatic or schedule form. Ability to perform word and data processing in school computer system with accuracy. Ability to perform basic record-keeping tasks. Ability to organize and maintain diverse data, files and records.

Minimum Qualifications Required: The skills and knowledge required would generally be acquired with graduation from high school and two years of responsible secretarial or clerical experience or an equivalent combination of education and experience.

Physical Exertion/Environmental Conditions: Regular intermittent exposure to computer screen. Lifting of light to medium weights, e.g. files, office supplies, etc. Some degree of stress in interacting with students in emotional situations and in related contacts with parents and staff members. Some stress related to meeting report deadlines, especially during college application time and scheduling.

Bulletin: The job of Guidance Secretary requires strong administrative clerical and secretarial skills. Organizational skills are necessary due to the variety of activities and the frequency of student visits. Interpersonal skills are essential due to the high level of contact with students, parents and staff members, including disciplinary matters. The secretary deals with confidential information and must use discretion in the performance of her duties.

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