



Guidance Office Secretary – Harrisburg School District – Job Description

Job Title:	Guidance Office Secretary – Harrisburg SD	Job Category:	Non-Exempt
Department:	Support Personnel	Position Type:	Full-time
Employee Group:	8 – 8 hrs per day/260 days	Location:	School Building
Reports to:	Principal	Standard ADA:	Office

Job Description:

To assure the smooth and efficient operation of the Guidance Office and to continuously improve efficiency and accuracy in the performance of job responsibilities.

Essential Functions:

- Performs general office duties including but not limited to answering phones and directing calls, responding to or redirecting emails; opening, processing, and distributing mail, preparing, typing, and maintaining forms, reports correspondence, and memos.
- Produces, maintain and distributes reports as assigned, such as efficiency reports, report cards after importing grades and other appropriate reports. Maintains and maintains records of all student recommendations and transcripts maintains student records and transfer of such records to other schools and files. Communicates deadlines for all grade reporting to professional staff.
- Ensuring a highly welcoming and cordial environment in the Guidance Office. Leading and role modeling a positive customer service atmosphere through greeting students, families and staff members. Also through maintaining a high level of professionalism in all interactions and is solution oriented.
- Assists staff with scholarship applications, homework/homebound assignments, college visit sign-ups and sign-ups for testing such as PSAT, ACT, ASVAB and AP Exams. Assists with standardized testing to include, preparing materials, assisting on test days and preparing completed materials for shipment.
- Interacts with students and parents, schedule appointments with for them with the Counselor and teams of teachers.
- Assists with class scheduling using current scheduling software, collects and process all scheduling requests for next year, and update course selection sheets and curriculum guides.
- Assists with enrollment of new students for upcoming school year and withdrawal of students inform school. Administers placement tests to new students using standard procedures. Works with GPA and class ranking. Responsible for processing student record requests for students entering the District and maintaining permanent records.
- Maintains confidentiality with all District information, including District and school population information.
- Performs other duties as assigned in accordance with school policy, administrative regulations, state and federal laws.

Qualifications and Work Experience: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Highschool education with at least 1-2 years of satisfactory relevant experience required.

Analytical Demands:

- Recurring analytical demands. Analysis involves gathering and interpreting data to resolve problems of moderate complexity or;
- Occasional analytical demands. Analysis involves simple comparisons between numbers, letters, etc. (e.g., sorting, tallying, simple tabulating, and the like).

Sensory Ability:

- Visual acuity and auditory acuity.
- Ability to communicate effectively in all aspects of the job.

Temperament:

- Must possess excellent interpersonal skills.
- Ability to make judgments and work under high level of stress.
- Must be cooperative, congenial, and service oriented.
- Must be courteous and able to effectively manage job responsibilities.



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Cognitive Ability:

- Ability to follow written and verbal directions, to read and write, to handle multiple tasks and prioritize them appropriately, and to exercise good judgment.
- Ability to recognize areas of concern and propose and/or recommend appropriate solutions to the problem.

Specific Skills:

- Must possess active listening skills.
- Must possess conflict mediation skills.
- Maintains a high level of professionalism in all interactions with public, peers and administrators.
- Demonstrates the ability to acquire the skill required to operate new and existing software and hardware.

Workplace Expectations:

- Reports to work daily and on time, and makes effective use of time while on the job.
- Acknowledges individuals' requests and handles them in a friendly and courteous manner.
- Demonstrates being a positive and productive member of a team through active cooperation with others and follow through.
- Ability to establish and maintain rapport with the educational community which includes but is not limited to; students, parents, athletic staff, alumni, board members, booster groups, colleagues and the general community.
- Shows initiative and works with minimal supervision.
- When appropriate, incorporates progressive ideas/concepts into daily responsibilities.
- Responds appropriately to supervision and direction.
- Dresses appropriately for job environment.
- Ability to use computer technology efficiently including word processing, presentation/webpage software, PowerPoint and Excel software applications.
- Ability to appropriately handle confidential information in accordance with District policies.
- Maintains awareness of the School District's policies and procedures.
- Follows the chain of command.

Supervision:

- Occasionally gives instructions and/or directions to other department employees.

Workplace 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 standard ADA settings factor measures the strength and stamina required in areas such as lifting, standing and the frequency of doing these as necessary to perform the particular duties of the job.*

- Typical office environment
- Subject to inside environmental conditions
- May be exposed to hazardous materials, body fluids or disease

Physical Demands: *The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

Physical Demand	Rarely	Occasionally	Frequently	Constantly	Weight
Sitting				X	
Standing		X			
Walking			X		
Talking: On the phone; person-to-person, and in groups				X	



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Hearing: On the phone; person-to-person, and in groups			X		
Vision: Near, midrange, far, peripheral, depth and color				X	
Driving requirements: personal vehicle, and/or company vehicle					
Machines or tools used: Computer:			X		
Machines or tools used: Telephone		X			
Pushing/Pulling/Lifting					5-15 lbs
Approved: May 17, 2021					