

# HARLEM CONSOLIDATED SCHOOL DISTRICT #122

## Job Description

### Guidance Secretary - Ninth Grade Campus

**Supervisor:** Building Administrators

**FLSA Status:** Non-Exempt

**Employee Group:** Secretarial

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#### Qualifications:

1. High School diploma or equivalent
2. Knowledge of Microsoft Office
3. Knowledge of common office software and equipment use

#### Terms of Employment:

- Ten and one half (10 1/2) month contract
- Eight (8) hours per day

#### Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

#### Duties:

1. Communicate effectively by phone and in person with parents, staff and community members in a friendly and professional manner.
2. Type a variety of correspondence and documents.
3. Sort and distribute mail to and for the counseling staff.
4. Process all student information and purge as appropriate.
5. Maintain files on all student testing results.
6. Maintain school student records.
7. Maintain files of post high school graduation programs and scholarships. Coordinate post high school options.
8. Distribute homework request forms to teachers and compile homework for parent to pick up.
9. Make appointments and arrangements for student and parent conferences with counselors.
10. Coordinate new student registration.
11. Assist with summer school registration.
12. Keep current with best practices and requirements as they relate to your job assignment.
13. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.