

# HARLEM CONSOLIDATED SCHOOL DISTRICT #122

## Job Description

### Guidance Secretary-High School

**Supervisor:** Building Administrator

**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 on 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. Sort and distribute mail to and from counseling staff.
3. Process all new, dropped and re-entering student information. Purge as appropriate.
4. Maintain files on all standardized testing results.
5. Maintain files of post high school graduation programs and scholarships. Schedule post high school representatives.
6. Type a variety of correspondence and documents.
7. Distribute homework request forms to teachers and compile the homework for the parent pick-up.
8. Make appointments/arrangements for parent conferences with counselors.
9. Schedule and assist students with various career computer programs.
10. Assist with summer school numbers, collect forms and fees.
11. Keep current with best practices and requirements as they relate to your job assignment.
12. 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.