

**SURRY COUNTY PUBLIC SCHOOLS  
GUIDANCE SECRETARY  
JOB DESCRIPTION**

Job Title:	Guidance Secretary
Salary Index:	.48
Reports To:	Guidance Counselor
FLSA Status:	Non-exempt

**SUMMARY**

Performs secretarial duties in the Surry County Public Schools by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Compiles information from various sources for scholarships, records and reports.
- Maintains student files and records. These records include, but are not limited to, attendance records, immunization records, grades, and transfer information.
- Registers and enroll in-coming students.
- Completes student withdrawals.
- Answers telephone calls and responds to the needs of parents, teachers, administrators, and other school districts.
- Models nondiscriminatory practices in all activities.
- Assists teachers in preparing career or informational material as requested.
- Delivers student transcripts via eTranscript service.
- Generates documents in PowerSchool (reports cards, interims, transcripts, grade verifications sheets, and letters).
- Assists College Representatives, Recruiters, Talent Search and Upward Bound counselors.
- Orders and distributes college materials.
- Assist front office when help is needed.
- Performs other such tasks as are assigned by counselor(s) or the principal.

**SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**JOB SPECIFICATIONS**

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**QUALIFICATIONS**

Thorough knowledge of standard office practices, procedures, and equipment. Ability to type accurately; ability to utilize a computer, peripheral office equipment, and software applications. Ability to establish and maintain effective working relationships with staff and the general public. Ability to understand and follow oral and written instructions. Ability to work with confidential information in a careful and detailed way.

**EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); and one year of related experiences and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees.

**MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS, SPECIAL SKILLS**

Ability to effectively operate all general office equipment (copy machines, computers, printers, etc.)

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, sit, and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

**WORK 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.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually quiet.