

1. *Responsible for performing a variety of clerical duties such as receiving and directing telephone calls, greeting visitors and directing to appropriate counselors, filing and typing assigned guidance office correspondence.*
2. *Responsible for scheduling appointments for students, parents, teachers, etc. with appropriate counselor.*
3. *Issue working papers for district students.*
4. *Responsible for processing transcripts and student records when necessary and handling all new student registrations.*
5. *Utilize computer equipment for data entry, word processing and the maintenance of the student master file.*

6. *Provide enrollment count monthly to the principal.*
7. *Responsible for scheduling appointments for students with college representatives as well as forwarding completed college applications, mid-term and final transcripts and letters of recommendation to colleges.*
8. *Responsible for registering students for PSAT and collecting fees.*
9. *Assist teachers in collection of homework assignments from students who are absent.*
10. *Responsible for forwarding information to student's homes such as: deficiency notices, interim reports, report cards, summer school letters, "thank you" letters to scholarship donors and Student of the Month letters along with congratulations letters to parents.*
11. *Update Student of the month forms for each month, copy and distribute in teachers mailboxes. Document each grade level for Guidance Counselor to choose and write up announcement forms to acknowledge students who are chosen. Type and mail letters to all parents of students who are chosen and finally, fax Rotary Club the name of the senior chosen for the student of the month.*
12. *Copy and file all transcripts for all students in 11<sup>th</sup> and 12<sup>th</sup> grades. File PSSA & SAT scores in each student's transcript folder. For seniors only make copies of all students' transcripts, course load, complete number of semesters, rank, class size, GPA and anticipated graduation date. Provide student five copies for their scholarship and college applications. Also for seniors make copies of teacher recommendation letters, essays & resumes on file.*
13. *Arrange and Schedule college visits with representatives.*
14. *Interim/Report Cards: Prepare labels and envelopes for all students' interims and report cards four times a year. Prepare a folder for each teacher to print out all students grades for verification.*
15. *Communicate to students the duties and responsibilities of the graduation project. Prepare pamphlets, containing project requirements and standards, teachers grading sheets, students rubric sheets, and parent/student acknowledgment forms. Communicate to student's date of presentation and file Graduation project in student's cumulative folder.*
16. *Address phone calls from parents, Schedule Appointments with Guidance Counselor.*

17. *Provide Student Records to probation officers upon request.*
18. *Maintain list of Tech School Enrollment.*
19. *Check answering machine for messages, file discipline reports, and Document daily attendance, Print Attendance Bulletin.*
20. *Communicate with Principal concerning absenteeism, tardiness and discipline concerns.*
21. *Distribute mail, create detention list, assist with tardiness, ISS notification to teachers, OSS notification to teachers, submit attendance reports.*
22. *Update student emergency files, type first notices, type fines, type purchase orders, assist with mailings, sent out obligation letters, collect obligation money, collect end of year materials.*
23. *Performs other duties that may be assigned by the Guidance Counselor or Principal.*

#### **PHYSICAL REQUIREMENTS:**

- *Ability to hear with 40 decibel loss maximum  
See with acuity of 20 inches or less and far acuity of at least 20 feet normal depth perception*
- *Field of vision and accommodation*
- *Ability to reach above and below the waist*
- *Ability to walk and use fingers to pick, feel and grasp objects*
- *Requires both hands for repetitive motion (typing)*
- *Some bending and twisting of the body required*
- *Lifts and carries miscellaneous office supplies, equipment and paper weighing no more than 10 lbs.*
- *Typical office environment with the ability to sit 80% of the workday.*
- *Ability to express or exchange ideas by means of written or verbal communication*