

**QUINCY HIGH SCHOOL COUNSELING SECRETARY
QUINCY COMMUNITY SCHOOL DISTRICT**

TITLE: High School Counselor Secretary

REPORTS TO: High School Guidance Counselor

JOB GOAL: To assure the smooth and efficient operation of the Guidance Counselor's office so that the office's maximum positive impact on the education of students can be realized and to assist the Counselor and relieve him/her of paperwork and other tasks that do not require personal attention.

QUALIFICATIONS:

1. Typing and word processing skills.
2. Knowledge of use of office equipment.
3. Knowledge of proper office conduct and telephone procedures.
4. Knowledge of filing and record keeping procedures.
5. Strong skills in written and oral communications.
6. Ability to maintain confidentiality.
7. Initiative and ability to work without supervision.
8. Ability to carry out directives, budget time, and prioritize and meet all responsibilities on schedule.
9. Ability to organize varied materials and tasks in an efficient manner.
10. A high school diploma or the equivalent is required; some formal office education/experience is desired but not necessary.
11. Ability to demonstrate office skills.
12. Willing to ask for and accept assistance when needed.
13. Ability to work with others effectively.

PERFORMANCE RESPONSIBILITIES:

General

1. Type letters, reports, notices, bulletins, and memos.
2. Prepare records for new students.
3. Send out records for transfer out students.
4. Keep immunization records on new students and reports to the Health Department in November & February.
5. Update student demographic records.
6. Provide and maintain work permits.
7. Maintain permanent records for past graduates.
8. Responsible for maintaining student records (CA-60's) kept in the Guidance Office.
9. Assist counselor with providing college information to students.

10. Schedule and promote college representative visits.
11. Assist counselor with testing.
12. Update report cards and transcripts.
13. Update curriculum guide and post on the school website.
14. Update and maintain the counseling page on the website.
15. Help the counselor schedule students.
16. Selective Service Registrar for the Military.
17. Prepare senior scholarship packets.
18. Meet with seniors regarding scholarship applications.
19. Implement the senior scholarships application process.
20. Prepare certificates & attend Senior Scholarship Awards Night.
21. Maintain EDP files (student records in the Counselor's office).
22. Maintain college placement test scores and records.
23. Send final transcripts to colleges for all students (including graduates).
24. Maintain college text book library distributing and collecting books.
25. Schedule and coordinate student meetings with the Early Middle College Liaison.

Pupil Accounting Coordinator

1. Prepare paperwork for each count day.
2. Prepare and maintain supporting documentation for each student.
3. Provide supporting documentation and information during a pupil accounting audit.

TERMS OF EMPLOYMENT:

Length of contract, salary and benefits to be determined by the Quincy Board of Education.

APPLICATION PROCEDURE:

**To be considered, the following must be received by 12:00 p.m.,
Friday, August 16, 2019:**

Each applicant should send a current resume, and three recent letters of recommendations from persons knowledgeable about the candidate's professional qualifications. To apply, please go to our Applitrack application system at:

<https://www.applitrack.com/quincyschools/onlineapp/>

It is the policy of the Quincy Community School District that no person shall, on the basis of sex, gender identity, race, color, creed, age marital status, national origin, weight, height, or handicap, be excluded from participation in, be denied the benefits of or be subject to discrimination in employment or any of its programs or activities.