

CHS REGISTRAR/COUNSELING SECRETARYJob Summary

Under direction of the High School Head Counselor and/or Principal or designee, the CHS Registrar/Counseling Secretary works in coordination with other members of the Guidance Department; works with students, parent and certificated staff. Relieves administrator or supervisor of clerical details and minor administrative matters.

QualificationsRequired:

- Minimum High School graduate
- Five years of increasingly complex clerical work
- Typing Certificate of 50 wpm

Desirable:

- Experience with a public school system working directly with counseling and guidance staff

Knowledge and Ability

1. Ability to perform a wide variety of technical and administrative duties in support of the high school guidance program
2. Ability to communicate well with teachers, students, parents, administrators and other staff members
3. Ability to be trained to use the school computer network and guidance department software
4. Knowledge of district policies and guidance guidelines
5. Ability to prepare memoranda, letters, reports and other correspondence and to edit accurately
6. Ability to work cooperatively with co-workers, administrators, teachers, parents and students
7. Ability to verify complex statistical and other reports for completeness and accuracy
8. Ability to keep a variety of records and maintain files

Essential Functions of this position may change or evolve in the future, are, but not limited to, the following:

1. Performs a wide variety of technical and administrative duties in support of the high school guidance program
2. Assists certificated counselors in monitoring class schedules, academic progress and graduation status of assigned students
3. Provides information, assistance and advice to students and parents regarding class schedules, scholarships, financial aide, college enrollment, career education and employment
4. Informs students of various community support, employment development or testing programs
5. Assists counselors in the clerical aspects of registering students
6. Processes enrollment forms and administers tests
7. Assists counselors in making presentations at evening meetings describing program, functions/services, etc.
8. Assists counselors in monitoring and reviewing student class schedules, grades
9. Assists counselors in working with students and parents in developing four-year plans
10. Attends IEP and STAR meetings in a clerical capacity, when necessary
11. Assists counselors in working with students and parents to ensure the students' preparation for post-secondary opportunities
12. Assists students and parents with the college entrance application process by providing information on application deadlines, financial aide, testing requirement, and academic requirements for acceptance
13. Schedule and attend college visitations
14. Prepare for end-of-the year scholarship and awards assemblies
15. Works cooperatively with all members of the Guidance Department to develop necessary handbooks and parent information bulletins
16. Enroll new students and request cum folders
17. Responsible for the accuracy and completeness of report cards and progress reports
18. Register students

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19. Data entry in the Student Information System for all students for course history
20. Compile Retention list, Academic Achievers, Ineligibility and Probation list
21. Record grades and test scores
22. Assist with SAT testing and ACT testing
23. Performs other duties as assigned

Physical Requirements for this position are, but not limited to, the following:

1. Mental acuity to: interpret and follow rules relating to the position, make decisions using sound judgment, and evaluate results
2. Facility to sit at a desk, conference table, or in meeting rooms of various configurations for extended period of time
3. Facility to see and read, with or without vision aids, a computer screen, laws, codes, rules and policies, and other printed matter
4. Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone
5. Manual dexterity to operate a telephone and enter data into a computer
6. Facility to speak in audible tones so that others may understand clearly in normal conversations, in meetings, and on the telephone
7. Physical ability to lift, bend, stoop, and to reach overhead
8. Facility to drive a car

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job