

# WARREN HILLS REGIONAL PUBLIC SCHOOLS

## JOB DESCRIPTION

**TITLE:** Guidance Secretary

### **QUALIFICATIONS:**

1. High school diploma or equivalent training
2. Experience as determined by the board
3. Experience with technology and software applications
4. Knowledge of automated office equipment and efficient office procedures
5. Ability to communicate effectively through written language and oral presentation
6. Required criminal history check and proof of U.S. citizenship or resident alien status

**REPORTS TO:** Superintendent  
Building Principal

### **JOB GOAL:**

Performs secretarial and clerical duties entailing a high degree of responsibility, discretion and confidentiality, using professional judgment, in addition to routine work necessary for the smooth and efficient operation of the office.

1. Performs clerical operations as directed by the Superintendent of Building Principal, including but not limited to:
  - a. Direct incoming phone calls and student appointments
  - b. Update guidance forms
  - c. Purge all graduate and student transfer files
  - d. Process and mail final report cards to parents
  - e. Orders supplies for the department
  - f. Help prepare graduation program
2. Prepares and maintains all student information and files, including but not limited to:
  - a. Affidavits of Domicile
  - b. S504 plans
  - c. Register new students
  - d. Student transfer records; file monthly report with district office
  - e. Prepare Honor Roll, Honor Graduates and Class Rank
  - f. Prepare and mail final transcripts to colleges
  - g. Dual enrollment – assist guidance counselor with letters, inputting each student and course that is being taken and confirm with counselors

3. Assists district and building testing coordinator or designee with the following tasks, including but not limited to;
  - a. Testing information [ordering, set up rooms & packing for scoring].
  - b. Distributes testing results to coordinators and file in student files.
  
4. Performs data entry and monitors the student information system for local, state and federal reports, including but not limited to:
  - a. Update student information in the Student Information System [emergency contact information].
  - b. Update NJ Smart
  - c. Uploads schedules and transcripts to any and all electronic student information software systems
  - d. Uploads ELL Access to NJ Smart and order tests
  - e. Open and close portal for teachers to post report cards and progress reports for final copy
  
5. Complete tasks as assigned by the Superintendent and/or Designee

**TERMS OF**

**EMPLOYMENT:** Salary and work year as per WHREA CBA.

**ANNUAL**

**EVALUATION:** Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the Board of Education's policy on evaluations.

**Adopted:** November 15, 2016

**Revised:** November 16, 2021