

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	Guidance Clerk- High School
Department:	Guidance Department
Reports to:	Guidance Department Chair
Supervises:	n/a

Description of job:

SUMMARY OF RESPONSIBILITIES:

Responsibility for a range of duties contributing to the efficient operation of the guidance office including state assessments, student records, reports, registers, inventories, correspondence, transcripts, mail and notices. Serves as the receptionist for the guidance office and the primary source of information for students, parents and the community.

ESSENTIAL FUNCTIONS:

1. Main point of contact in Guidance Office to both visitors and callers
2. Help counselors facilitate College Application process
3. Student Scholarship coordinator
 - works (with front office clerk) on Honors Night - beginning of Senior Week
 - Contact scholarship presenters
 - Advertises available scholarships
 - Maintains hard copies of scholarship applications
4. Official transcripts - on request from either students or grads....including transcripts stored on microfiche in Guidance Library. Also "end of year" final Senior transcripts.
5. Graduation verification - requests from employers, colleges, employment agencies
6. Facilitate College and Military visits
7. Facilitate shadow days - 8th grade and CTE program
8. Facilitates large mailings:
 - End of quarter failure letters
 - End of Year final transcripts
 - Summer School
 - Graduation checklists and transcripts
9. Maintain electronic cohort databases - one per grade
10. Create and maintain permanent record folders for all students
 - New student registration documents
 - Request for records for students transferring in and out
 - Schedule new student registration appointments
11. Complete:
 - Social Security paperwork
 - Car Insurance/honor roll
 - School enrollment verification
12. Update Aspen log-in/password info
13. Open testing for on-line edmentum
14. Keep record of CTE and Distance Learning students
15. Help counselors facilitate the scheduling process
16. Help update and prepare guidance documents

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- a. Caseload distribution for offices and for teachers
- b. Conference room sign up calendars
- 17. Help maintain guidance google sheets for counselors
- 18. Carry out other any other guidance related tasks as directed by administration

Protective Personal Equipment:	n/a				
Classification:	Sedentary:	Light:	Medium: X	Heavy:	Very Heavy:
<i>Classification Key:</i>					
<i>Sedentary – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;</i>					
<i>Light – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;</i>					
<i>Medium – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequent; and/or greater than negligible up to 10 lbs. of force constantly to move objects;</i>					
<i>Heavy – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects;</i>					
<i>Very Heavy – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.</i>					
Driving Requirements:	None: X		Manual:		Automatic:

Work Environment			
Floor Surface:	Tile and/or carpet		
Inside:	100%	Outside:	
Lighting:	Incandescent or Fluorescent		
Vibration:	n/a		

PHYSICAL DEMANDS

LIFTING						
Maximum weight lifted: up to 50 pounds occasionally						
WEIGHT	Never	Occasionally	Frequently	Constant	Heights	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 50 lbs.		X				

CARRYING						
Maximum weight carried: up to 50 lbs.						
WEIGHT	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 50 lbs.		X				

PUSHING/PULLING						
Maximum push/pull: 35 lbs.						
WEIGHT or FORCE	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
100 + lbs.	X					

ACTIVITY	Never	Occasionally	Frequently	Constant	Comments
Sitting			X		

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Standing			X		
Walking			X		
Bending		X			
Twisting		X			
Crawling	X				
Kneeling		X			
Squatting		X			
Climbing		X			
Reaching – Vertical		X			
Reaching – Horizontal			X		
Grasping		X			
Pinching		X			
Manual Dexterity		X			
Fine Dexterity		X			

FREQUENCY KEY: Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each of the above noted essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

High School graduate with some course work in administrative procedures, teamwork, problem solving, and planning; Knowledge of RI State assessment procedures and residency requirements. Two to three years administrative or clerical experience in an office environment or an equivalent combination of education and/or experience.

License/Certificate/Certification:

N/A

Technological and/or Technical Skills:

Technological proficiency in major computer software including Microsoft Office and School Max.

Communication Skills:

Capability of responding simultaneously to a variety of requests from internal colleagues, maintaining sensitivity to needs of parents, students and community members, and ensuring overall satisfaction as a primary objective. Strong communications skills including excellent diction.

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Planning Skills:

Ability to prioritize needs and respond to requests in an organized fashion.

Interpersonal and Problem solving skills:

Ability to interface with parents, students, and members of the public in a pleasing manner. Ability to effectively handle public complaints and issues utilizing a personable problem solving approach. Ability to maintain complete confidentiality on all guidance related issues.

Terms of Employment:

Per North Kingstown Educational Support Professional Contract

Evaluation:

Per North Kingstown Educational Support Professional Contract

Date: 1/2016, 9/2020