

Secretary, Guidance/Registrar – High School
Marshall Public School District Job Description

Position Title: Secretary, Guidance/Registrar, High School

Department: Building

Reports to; Counselors, Principal

SUMMARY: Responsible for phone, mail and appointments in guidance office; maintains student file set in SIS.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *(Other duties may be assigned.)*

Guidance Secretary

- Answers student inquiries or scheduling appointment times for students to meet with their counselor.
- Keeps timely information available in the counseling office.
- Prepares & distributes reports as requested.
- Processes homework requests.
- Works with counselors to communicate scholarship information through scholarship postings, senior newsletter, etc and work with counselors to track scholarship.
- Processes applications as they are turned into the counseling office.

Registrar

- Processes students entering MHS or withdrawing from MHS.
- Prepares for various activities throughout school year – Freshman Orientation, Achievement Night Ceremony, College Night, etc.
- Maintains student demographics in system and in files.
- Requests and/or sends student information to and/or from schools, military, etc.
- Maintains & reports honor rolls and class rank information.
- Maintains & insures the integrity of students' transcript information in system & in files including credits earned, transferred, lost, recovered, etc.
- Maintains and sends senior transcripts to colleges.
- Works with administrators to process seniors applying for early graduation.
- Works with National Honor Society as they go through their selection process.
- Works with counselors during the scheduling process.
- Works with administrators during Senior Awards Assembly, check out process and Graduation.
- Inputs and Maintains Intervention Period assignments in student schedules.
- Notify's the Social Security Administration when student's who receive benefits withdraw, graduate, etc.

SUPERVISORY RESPONSIBILITIES: None

EDUCATION and/or EXPERIENCE: High School diploma or general education degree (GED); able to use excel, word, and other assigned software programs. **EVALUATION:** Performance of this position will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Support Staff Personnel.

TERMS OF EMPLOYMENT: Ten-month employee. Salary to be established by the Board of Education.

