

# ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

## JOB DESCRIPTION

TITLE Guidance Administrative Assistant

### QUALIFICATIONS

1. High school diploma.
2. Proficient typing and filing skills.
3. Working knowledge of basic office procedures and the operation of common office equipment and machines.
4. Good written and verbal communication skills.
5. Ability to maintain confidentiality.
6. Ability to work without constant supervision.
7. Ability to work under the stresses of interruption and varying schedule.
8. Ability to work well with staff, parents, and students.

REPORTS TO Guidance Counselors and Building Principal

JOB GOAL To assure the smooth and efficient operation of the guidance office so that the office's maximum positive impact on the students can be realized.

### PERFORMANCE RESPONSIBILITIES

1. Receives and routes all incoming calls.
2. Greets students, parents, staff, and visitors who need assistance.
3. Maintains a neat and well-supplied office.
4. Processes daily correspondence and all mailings originating in the guidance department.
5. Types student letters of recommendation for staff members.
6. Substitutes for personnel in principal's office when called upon to do so.
7. Assists with scheduling process:
  - a. prepares code sheet master.
  - b. processes course information for distribution to students.
  - c. reviews completed code sheets for correct course requests and number of requests.
  - d. enters course requests through scanning process.
  - e. maintains course request data.
8. Maintains in-house grading program:
  - a. prepares materials for and carries out staff instruction.
  - b. gathers grade information.
  - c. prints and separates report cards.
  - d. places grades in cumulative folders and on permanent record cards.
  - e. processes class rank and grade point averages.
  - f. follows up on incomplete grades.
  - g. maintains course request data.

9. Maintains failing/incomplete records; prepares and distributes weekly failing/incomplete list.
10. Assists with ITED preparation and follow up:
  - a. sorts materials for testing centers.
  - b. prepares return mailing of test booklets and answer sheets.
  - c. distributes student information to offices of the principal, superintendent and counselors.
  - d. mails ITED information to parents.
11. Processes new student information:
  - a. enters student information into computer program.
  - b. prepares cumulative folder and permanent record card.
  - c. distributes student information to offices of the principal, superintendent and counselors.
12. Prepares permanent record card for each entering freshman student.
13. Maintains permanent record cards and cumulative folders for all students.
14. Prepares transcripts and maintains transcript mailing records.
15. Prepares cumulative folder for mailing at time of student transfer and maintains mailing records.
16. Assists in the scheduling of college representatives' visits.
17. Manages lockers:
  - a. assigns lockers.
  - b. sells padlocks.
  - c. maintains padlock accounting records.
18. Reviews and updates inventory annually.
19. Processes purchase orders for grading program and purchase orders initiated by the guidance counselors.
20. Processes driver education certificates.
21. Assists with National Honor Society preparation:
  - a. prepares ballots.
  - b. assists in tally of ballots.
  - c. prepares notification for students and parents.
  - d. processes program for induction ceremony.
22. Assists student with career information:
  - a. instructs students on use of the Choices, CollegeView, and Kuder Test.
  - b. scores Kuder test.
  - c. checks out career information materials for students.
23. Assists in student election process:
  - a. prepares petition form.
  - b. prepares ballots.
  - c. tallies ballots.
24. Maintains PE opt out records.
25. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
26. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT \_\_\_\_\_ Salary and work year to be established by the board.

EVALUATION      Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors on April 13, 1992

Revised February 11, 2007