

La Porte Community School Corporation
Job Description

JOB TITLE: Guidance Secretary (Addendum: Registrar)

Note: The position with the addendum, Registrar, is the higher position. Registrar is denoted by depth of involvement and scope of responsibility for all duties that are in any way connected with student grade and enrollment records.

IMMEDIATE SUPERVISOR: Associate Principal

QUALIFICATIONS: High school graduate with office skills in typing, filing, office machines, and computer skills (Microsoft WORD and EXCEL), personal skills in human relations, and knowledge of general office procedures.

ESSENTIAL FUNCTIONS: Will include the following and other duties as assigned.

- Act as receptionist and supervise reception room in the Guidance Office as well as monitor student assistants.
- Receive telephone calls and respond or route as necessary.
- Prepare correspondence for Associate Principal and Counselors.
- Perform a wide variety of routine clerical work, including posting, filing, mail delivery, sorting, checking, typing, duplicating, maintaining bulletin boards, scholarship application distribution, running various reports, lists and/or labels for staff, etc.
- Set up new files, expand files, discard obsolete materials or transfer to storage as directed.
- File printed information or material as well as Special Education records in accordance with an established filing system.
- Maintain computer files as directed.
- Maintain student enrollment information.
- Procure records from the previous school on all student entries.
- Work with the counselors in converting transcripts of credits for new students from the previous school's format, credits, and grading system to our system.
- Maintain records on all student entries/withdrawals and notify various departments.
- Keep and maintain all permanent student records.
 1. Order, distribute, and enter scores for PSAT, ACT, SAT, and ISTEP/GQE.
 2. Enter Driver's Ed grades.
 3. Verify student information for insurance purposes.
 4. Verify Social Security requirements.
 5. Verify information for the military.
- Prepare transcripts and maintain release forms including NCAA.
- Do all state reports for enrollment and attendance periodically and at the end of the year.
- Prepare departmental purchase orders as directed.
- Procure names and compose graduation diploma name list.
- Request homework assignments for active students as well as students at JSC.
- Prepare, distribute, and collect materials and applications for the local scholarship common application process.
 1. Update organizations' brochure and application.

2. Process applications and distribute to organizations.
 3. Notify recipients and parents.
 4. Organize agenda for presentation program.
- Process student grades.
 1. Run grade sheets and distribute to teachers.
 2. Enter grades and verify with teachers.
 3. Prepare Honor Roll for each trimester and submit to newspaper.
 - Perform other duties as directed by the Associate Principal and counselors.

QUALIFICATION REQUIREMENTS: 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:** A minimum of a high school diploma with strong office skills in typing, filing, office machines, and computer skills (MS Word and Excel), personal skills in human relations, and knowledge of general office procedures.
- **Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before teachers, parents, children, and the general public.
- **Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit; use hands to touch or handle a variety of objects, tools, or controls; reach with hands and arms; and taste or smell.
- The employee must frequently lift and/or move up to ten pounds and occasionally lift and/or move up to fifty pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee should be able to use the following: pen, pencil, charts, diagrams, publications, reference books, and computers.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT: Secretary is a 205-day work calendar with salary and fringe benefits to be determined by the Board of School Trustees. The Registrar is 216 days with salary and fringe benefits determined by the Board of School Trustees.