



Little Rock School District

JOB DESCRIPTION

Position Title: Secretary (12 Month) - Guidance Department

Prepared Date: 12/06/2021

JOB GOAL:

The primary responsibility of the guidance secretary at the senior level is to handle all secretarial duties as needed by the counselors and the keeping of tests and records needed by counselors, and to serve as receptionist of the office.

TERMS OF EMPLOYMENT:

Twelve (12) Month (245 days) contract - Pay 802 Grade 14, plus Benefits Package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA:** Non-Exempt

QUALIFICATIONS:

1. Minimum of high school diploma.
2. Typing speed of 55 words per minute with accuracy.
3. Minimum of two (2) successful years as a secretary.
4. Ability to answer the telephone with maturity and confidence.
5. Experience in data entry and word processing with strong oral and written communication skills.
6. Evidence of successful experience in dealing effectively with the public.
7. Must have computer skills working with AS400 preferred, Microsoft and Excel software.
8. Demonstrates the conviction that all children can and will learn in the Little Rock School District.
9. Evidence of a strong commitment to quality desegregated education.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Serves as receptionist and secretary to all counselors within the school.
2. Sets up conferences with visiting college representatives, career speakers, and others and sends for students to meet with visiting representatives. Supervises the use of the occupational information, college catalogues, etc.



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3. Prepares all special bulletins concerning general administration of the guidance services, notes to students for testing, list of testing, information, etc.
4. Sends guidance records to other high schools in the city when requested, receives records when sent.
5. Sends for transcripts and counselor folders from other schools on new students.
6. Prepares notes to students to see visiting representatives.
7. Sorts and distributes interim reports, failure lists, etc., to counselors.
8. Tabulates test scores of reading test, PSAT, and NEDT for statistical data.
9. Records reading and scholastic aptitude test scores on PRC. Puts all test labels on PRC.
10. Performs routine typing and clerical work as needed for department.
11. Types annual reports to the State Department of Education and local administration.
12. Keeps schedule card file current, pulling withdrawal files and records.
13. Opens and distributes all guidance department mail.
14. Supervises monitors.
15. Assists the counselors by sending monitors for students.
16. Greets all visiting representatives and shows them to the Conference Room and sets up room for their needs with interested students.
17. Helps in getting sponsors for Girls' and Boys' State.
18. Types many different forms, letters of recommendation, etc.
19. Keeps monthly calendar of all counselor activities.
20. Conducts a follow-up of last year's senior class.
21. Maintains bulletin boards and office décor.
22. Establishes green card and counselor file for each new student upon enrollment in school.
23. Assists Registrar with typing class rank lists showing list by rank and in alphabetical order.
24. Performs other duties as assigned.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:



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While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, and use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.