

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Description

TITLE: Administrative Support to High School Guidance Department - Scheduling Secretary

QUALIFICATIONS:

1. **Education/Certification:** Associate degree or equivalent work experience. Hold a valid State of Maine Criminal History Records Check Approval.
2. **Special Knowledge/Skills:**
 - a. Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities listed below.
 - b. Must possess strong organizational skills as well as the ability to handle multiple projects professionally.
 - c. Demonstrated ability to exercise independent judgment, prioritize tasks and work independently with a high degree of accuracy.
 - d. Demonstrated computer skills.
 - e. Must be team oriented with excellent interpersonal and communication skills.
 - f. Must be willing to participate in ongoing in-service training as requested.
 - g. Must maintain a high level of ethical behavior and confidentiality of information as required by law.
3. **Experience:** Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO: Guidance Department Chair and High School Principal.

JOB GOAL: To assist the Guidance counselors with tasks necessary for the efficient operation of the school.

PERFORMANCE RESPONSIBILITIES:

1. Provides secretarial support to the Guidance counselors.
2. Handles Program of Studies, student course selection, and master schedule creation in consultation with counselors and school administrators; prepare all necessary reports attendant to that task.
3. Prepares documents necessary to support student academic awards recognition.
4. Changes student schedules in accordance with directions of counselors and practice of Guidance office.
5. Prepares correspondence and maintains necessary records relating to standardized tests administered by school.

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6. Maintain office equipment.
7. Prepare letters, memos and other correspondence.
8. General receptionist duties of Guidance office.
9. Assist faculty, parents and students with questions and requests.
10. Shares summer office coverage as scheduled.
11. Assist Guidance Registrar with assigned tasks to extent time permits and needs of office require.
11. Performs other duties as assigned by the Guidance Department Chair and High School Principal.

EQUIPMENT USED:

Computer, printer, typewriter, calculator, telephone, copy machine, fax machine, and other pieces of general office equipment.

WORKING CONDITIONS:

Mental Demands: calculating, comparing, editing, problem-solving, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, presenting

Physical Demands: sitting, standing, climbing stairs, adjusting, connecting, lifting (to 25 lbs), bending, keyboarding, pulling, pushing, carrying, writing, walking, operating equipment

Environmental Conditions: inside, working around moving objects, working alone

TERMS OF EMPLOYMENT:

Salary and work year will be in accordance with negotiated collective bargaining agreement.

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Guidance Department Chair will perform the evaluation in consultation with the High School Principal.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be

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interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved:

Draft: January 12, 2007