

## Galion City Schools Job Description

TITLE: HIGH SCHOOL COUNSELING & ATHLETICS SECRETARY

### GENERAL DESCRIPTION:

Serves as secretary to the counseling and athletics offices and performs general office procedures, receptionist duties, office duties, correspondence, and reports pertinent to the High School administrators. Supervises student office workers. Performs duties to ensure the office's accurate, smooth, and efficient operation.

TERMS OF EMPLOYMENT: Salary/hours established by the board

FLSA STATUS: Non-Exempt

REPORTS TO: High School Principal, Athletic Director  
Or designee

LAST REVISED: March 2024

### QUALIFICATIONS:

1. High School Diploma.
2. Satisfactorily pass a BCI background check.
3. Satisfactorily pass an initial FBI background check and subsequent FBI checks every five (5) years.
4. High proficiency with office procedures, typing, computer programs, machines, and oral and written communication.
5. Professional tact, diplomacy, and presentation with administrators, staff, teachers, students, parents, and the community.
6. Demonstrates a sincere desire to aid all students.
7. Good moral character and attendance record.
8. Previous successful secretary or receptionist responsibilities.

## ESSENTIAL FUNCTIONS:

1. Maintains respect at all times for confidential information.
2. Performs receptionist duties while maintaining a pleasant attitude; receives telephone calls, responds appropriately and correctly, and properly disposes of such.
3. Receives various questions and requests and sees that such matters are disposed of promptly, correctly, and tactfully.
4. Effectively operates various office machines, computers, and software programs.
5. Student records: maintains current student files; includes transfers and withdrawal students; enters student data related to EMIS; generates student reports.
6. Process transcript requests and education verification requests.
7. Prepares and maintains adequate files for the school counselor(s).
8. Conducts important contacts with the public/community and others requiring tact and diplomacy.
9. Receives telephone calls, responds appropriately and correctly, and properly disposes of such.
10. Processes incoming and outgoing mail for the High School as needed
11. Arrange/record appointments for students, parents, school personnel, and visitors with a counselor(s). Contact students for conferences with a counselor.
12. Prepares correspondence, reports, and communications and requests guidance literature as designated by counselor(s).
13. Responsible for scheduling college visit appointments and issuing passes ( with office approval) to interested students to meet with college representatives.
14. Responsible for posting test scores, permanent record inserts updated with transferred grades,/health information form(s), preparation of such, and so forth.
15. Responsible for total record keeping and/or obtaining students' school entrance, transfer, and withdrawal records; forwarding copies to other offices for county records.
16. Assists students in signing college bulletins, occupational briefs, and so forth; secures registration forms for tests, financial aid, etc.
17. Arrange/update guidance literature on bulletin boards in the guidance office and hall.
18. Compilation of the school honor roll, typing and distributing information to proper offices.
19. Registers students for optional testing (PSAT, etc.).
20. Responsible for notifying teachers of transfer students' grades/credits earned.
21. Database management of all student-athlete eligibility data via Excel and other database management systems – Final Forms, website, etc.
22. Manages online ticketing for athletics; orders athletic letters, certificates, pins, and other materials for athletic awards banquets. Answers the telephone and responds to inquiries concerning athletic events.
23. Works with the Athletic Director and coaches in the purchasing process for equipment, supplies, entry fees, professional development, and lodging.
24. Performs a variety of other office duties such as maintaining daily activity schedule, duplicating and distributing materials, answering the telephone, providing first aid care to injured or ill students in the absence of the school nurse, overseeing work of student office assistants, acting as a receptionist, and filing a variety of materials.
25. Provides backup assistance to the high school office manager during absences.
26. Create teacher and student STAr accounts and maintain up-to-date class rosters.
27. Identifies, analyzes, and solves problems.
28. Responsible for accurate and efficient enrollment count of students.
29. Demonstrates the ability to organize tasks to completion.
30. Seeks to improve personal and organizational performance by measuring and monitoring outcomes.
31. Is open to change and willing to be involved in the change process.

OTHER DUTIES AND RESPONSIBILITIES:

1. Serves as a role model for students in conducting themselves as citizens and responsible, intelligent human beings.
2. Helps instill in students the belief in and practice of ethical principles and democratic values.
3. Conducts other duties as assigned by their supervisor.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.
3. Encounters with angry, rude, and/or unpleasant individuals.

EVALUATION:

This position's performance will be evaluated per the provisions of the Board's policy on evaluating personnel.

EMPLOYEE ACKNOWLEDGEMENT:

This job description does not state or imply that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee. My signature below signifies that I have reviewed the contents of my job description and am aware of my position's requirements.

Printed Name of Employee: \_\_\_\_\_

Signature of Employee: \_\_\_\_\_

Date of Signature: \_\_\_\_\_