



EMPLOYEE NAME: _____

Revised: 10/88; 6/92; 1/94; 12/94; 2/97; 3/01; 3/07; 10/12 ; 12/14; 6/18

JOB DESCRIPTION

POSITION TITLE: Clerk III, Guidance - HS	JOB CODE: 430C
DIVISION: Leadership	SALARY SCHEDULE: Clerical Less than Annual
DEPARTMENT: Leadership	WORK DAYS: 193
REPORTS TO: Principal	PAY GRADE: Rank III (NC43)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Performs support services for the guidance and advisement programs in the high school	

REQUIREMENTS:

1.	Educational Level: High school diploma or GED required
2.	Certification/License Required: None
3.	Experience: Two to four years responsible clerical experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; typing and computer, organization

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Acts as receptionist in guidance office scheduling appointments and responding to telephone inquiries.
3.	Requests, receives and files student academic records; copies records as directed by counselors.
4.	Assists counselors in mechanics of student assessment.
5.	Works with advisement coordinator in scheduling and facilitating individual advisement conferences.
6.	Assists advisors by performing organizational duties to facilitate the monitoring and mentoring of students.
7.	Maintains materials needed in guidance offices such as work permits, college-entrance test applications and GCIS information.
8.	Works cooperatively with counselors and advisement coordinator.
9.	Utilizes student information system to maintain student data.
10.	Assists with backup bookkeeping responsibilities, attendance information, time entry, and pay records as assigned.
11.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____