

JOB DESCRIPTION

1. TITLE: Guidance Secretary at Dixon High School
2. QUALIFICATIONS:
 - A. High school diploma.
 - B. Proficiency in typing.
 - C. Ability to work with people.
 - D. Knowledge in operation of office equipment and machines.
 - E. Ability to use computer and common software application.
3. REPORTS TO: DHS Principal.
4. SUPERVISES: None
5. STATEMENT OF PURPOSE: To ensure the efficient operation of the Dixon High School's guidance office to effectively serve students, staff and public.
6. ESSENTIAL FUNCTIONS OF THIS POSITION: Position is full-time.
7. PERFORMANCE RESPONSIBILITIES:*
 - A. Assist students, staff, parents, and administration as needed.
 - B. Perform secretarial and other office duties as needed.
 - C. Register new students, gather necessary documentation, enter fees & process payments.
 - ~~D. Enter new student data into the District's student information system.~~
 - E. Enter required assessments on transcripts (~~SAT scores~~ State ACT & Constitution test).
 - F. Enter grades for WACC and Community Service.
 - G. Maintain all temporary and permanent student files/records & comply with current guidelines for archiving permanent student files.
 - H. Download and manage transcripts in Laserfiche system.
 - I. Withdraw students and transfer records with authorization as needed.
 - J. Send transcripts when authorized to colleges, universities, and other outside agencies.
 - K. Coordinate school visits with colleges, universities, and other outside agencies.
 - L. Create master teacher schedule spreadsheet and distribute to staff; assign & post teacher lunch periods.
 - M. Organize and distribute available scholarship information to seniors, and post available scholarships and applications on DHS website.
 - N. Collect scholarship applications and distribute them to appropriate selection committees.
 - O. Schedule annual IEP meetings, send appropriate paperwork, maintain IEP calendar, and request subs for meetings as needed.
 - ~~P. Manage and oversee the DPS SWAP program.~~
 - Q. Coordinate student visits with the Dixon Rotary Club.
 - R. Compile and send out DHS Weekly Announcements to students, staff, & parents, and post to DHS website.

*Responsibilities are not all-inclusive. Additional responsibilities may be assigned by the supervisor and this job description may be modified by the District at any time.

8. TERMS OF EMPLOYMENT:
 - A. ~~237 workdays—12 month position~~ 205 workdays
 - B. 15 days sick leave per year
 - C. 2 days personal leave per year
 - D. Medical/life insurance – Determined by the Board of Education.

~~E. Vacation: On the hire date anniversary, 10 vacation days for the first five years of employment. On the 6th year of continuous employment, one additional day will be added to a maximum of 20 days.~~

8. EVALUATION

Performance of this job will be evaluated annually by the High School principal or his/her designee.