

## FLEMINGTON-RARITAN REGIONAL SCHOOLS

### JOB DESCRIPTION

**TITLE:** School Counseling Secretary

**QUALIFICATIONS:**

1. Experience as a secretary, or training in the secretarial field.
2. Experience in student computer scheduling and grade reporting programs.
3. Criminal history background check and proof of U.S. citizenship or legal resident alien status and a complete physical examination.

**REPORTS TO:** Principal or his/her designee

**JOB GOAL:** The School Counseling Secretary will be responsible for all secretarial tasks relating to the operation of the School Counseling Office.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Assist in all aspects of student scheduling utilizing Genesis including but not limited to: collecting, collating, and entering appropriate student information.
2. Organize and maintain student data including but not limited to: attendance, residency, emergency contact information, homeless status NJSLA and CogAT scores, report cards, at risk reports, transportation requests, School Messenger, individual education plans and 504 plans.
3. Provide secretarial support to the School Counselors and Case Managers. Support all communications, budgeting and appointment scheduling for the entire counseling department.
4. Coordinate the collection of teacher data for student report cards and work in collaboration with the Student Data Manager to post report cards in the Genesis Parent Portal as well as the printing of hard copies when appropriate.
5. Process student enrollments and withdrawals in accordance with NJ School Register and district enrollment requirements.
6. Request student records from transferring schools; prepares cumulative records for transfer.
7. Utilize Genesis to produce student and school-level reports.
8. Schedule all annual reviews, re-evaluation and re-eligibility meetings with parents, teachers and students.
9. Print, mail and file all amended and finalized IEPs.
10. Work in Frontline/IEP Direct.
11. Facilitate high school scheduling with district CST and high school CST members.
12. Add new IEP and 504 students into system.
13. Perform other related duties as may be assigned by School Administrators.

#### **TERMS OF**

**EMPLOYMENT:** Salary for a twelve month and work year to be determined by the Board.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with the board's policy on evaluation of certified staff in writing by the School Principal or his/her designee.

**APPROVED BY:** Board of Education      **DATE:** November 8, 2000

**REVISED:** June 9, 2008; December 12, 2022; December 11, 2023