

VACANCY ANNOUNCEMENT #522

January 10, 2025

FULL-TIME HIGH SCHOOL/MIDDLE SCHOOL GUIDANCE/ATTENDANCE SECRETARY

Southern Huntingdon County High School/Middle School

Available immediately

Full-time position with benefits

7 hours/day – 210 days per school year

Wages: As per SHCESPA Contract

Job description/qualifications attached.

Anyone interested in the above position should contact:

Dwayne Northcraft, Superintendent
Southern Huntingdon County School District
10339 Pogue Road, Three Springs, PA 17264
Telephone 814-447-5529, Ext. 2604
FAX 814-447-3967
Email: info@shcsd.org
Refer to Job Number 522 when applying

Deadline for applications is **JANUARY 23, 2025**

SOUTHERN HUNTINGDON COUNTY SCHOOL DISTRICT

Position Description

TITLE: HIGH SCHOOL/MIDDLE SCHOOL GUIDANCE/ATTENDANCE SECRETARY

BASIC FUNCTION:

To be responsible for duties related to the Guidance Office and processing and maintaining accurate school/student attendance records, responding to phone inquiries, and completing other tasks related to attendance as requested.

SCOPE: The extent of involvement shall include those services as listed herein.

DUTIES AND RESPONSIBILITIES AS GUIDANCE SECRETARY

A. GUIDANCE

1. Create/update/maintain 4 district calendars throughout the year
2. New enrollments make sure student has the following:
 - o E01 Entry Code
 - o 9th grade entry date
 - o Graduation date
 - o Guidance/attendance files
3. Create second contact list for students
4. Prep work for testing
 - o Sharpening pencils
 - o Assure calculators are working
 - o Scrap paper
5. Mass mailings to student/parent from guidance counselors
6. Filing of guidance papers to student files
7. Collect/organize any paperwork received from students for guidance counselors
8. Collect books out of lockers for students that are off sick
9. Make sure copies of any guidance forms for students are always available
10. Take messages for counselors when they are not available from students/parents/teachers
11. Make sure students get to meet with counselors when the counselors are not available
12. Assign each student calendar codes
13. After school year file away senior guidance filing with permanent records
14. Complete year end filing and store upstairs (excuses, education, job shadowing)
15. Collect senior portfolios – job shadowing, community service, project papers
16. Run weekly eligibility report
17. Enter PIAA athletes into PowerSchool
18. Scholarship committee – responsible for 15 scholarships that they are still valid and we have the correct information, make sure students know about all scholarships, collect any scholarship applications
19. Assist military personnel in coming into school. Arrange for tables/chair and meeting place and list of junior and seniors with addresses/phone numbers
20. Prepare for first day of school forms:

- Letter of Absence
 - Military Letter
 - Pink and white slips for teachers
 - Second Contact
 - PowerSchool
21. Assist student with printing lost schedules, grades, locker combinations and attendance
 22. Keep records in computer of all vocational students (data entry)
 23. Mail applications and transcripts
 24. Assist in ordering, distributing, collections and mailing PSSA tests
 25. Any vocational duties needed by guidance staff
 26. Get assignments for students when absent
 27. Mail copies of report cards to certain parents

B. ATTENDANCE

1. Cover front office when needed
2. Answer questions about attendance from students/parents/teachers
3. Schedule and assist truancy meeting for Truant Officer
4. Collect education forms from student then get necessary approval and enter into PowerSchool
5. Make sure supply of excuses and attendance forms/letters are available
6. Complete monthly attendance report for Payroll Clerk
7. Create educational/job shadowing/TDU file binders
8. Collect "daily attendance forms" from homerooms each morning
9. Receive and file "Excuses for Absence" from students daily. Meet with student or call parent/guardian if neglecting to hand in excuses in timely manner per SHC Attendance Policy
10. Enter all attendance data on computer
11. Sign-in students who are tardy to school
12. Following SHC Attendance Policy, fill out "Discipline Referral Forms for students who have an unexcused tardiness
13. Following SHC Attendance Policy track student attendance and records daily and send attendance letters to parents/guardians as required (truancy letters)
14. Make phone calls to parents/guardians, Children Services, Probation Department, etc. regarding absences as the need arises
15. Take message for principal
16. Do various secretaries duties for principal
17. Tracking down missing students
18. Focal point for students that are coming back from college courses
19. Compile attendance each day with HCCTC to make sure no students are missing for that day
20. Compare attendance each day with the HCCTC
21. Print daily attendance sheet and make copies for substitutes or anyone that does not have email
22. Make a PM HCCTC bus roster
23. Do PM HCCTC attendance for bus drivers and HCCT
24. Print off schedules for students that have lost their schedules
25. Give address and phone numbers to teachers
26. Filling out early dismissal forms and collecting their notes, verify parent signature for early dismissals
27. Giving message to students from parents

RELATIONSHIPS

The High School/Middle School Guidance/Attendance Secretary shall be under the direction of, and accountable to, the High School/Middle School Principal and Guidance Counselors.

NOTE: The aforementioned duties and responsibilities are not to be considered as all inclusive.

APPROVED BY SHCSD SCHOOL BOARD: 6/15/2021