

Maury County Public Schools Columbia, TN



Job Title: School Guidance Clerk
Job Type: Classified
Work Calendar: 10 months (200 assigned workdays, extended workdays in summer if applicable)

Qualifications

- High School Diploma or GED
- Associates degree or higher preferred
- Knowledge of Microsoft Applications: Excel, Word, and Outlook.
- Candidate must be detail oriented.

Job Functions

- Maintain and process files and databases that include student data; parent and staff members notes; interventions; physician or clinician's notes; student assessment information and performance data.
- Schedule student appointments to meet with guidance counselors.
- Assists in preparing for special events which may include, but is not limited to: graduations, award ceremonies, assemblies, etc.
- Preparation of diplomas, programs, and awards for graduation ceremony.
- Prepare students for enrollment or withdrawal by collecting necessary documents and contacting assigned teachers and staff members.
- Assists guests, volunteers, new students, and their families by providing information about the school building and operations and giving school tours or assisting in other areas to provide excellence service to building guests.
- Prepares internal communication resources for students and staff which may include, but is not limited to, memos, handouts, pamphlets, etc.
- Schedules visits and assists with coordinating opportunities to learn about career and college information.
- Assists counselor's office with materials and scheduling of events related to student assessments.
- Perform clerical work related to counseling, records, discipline, and other administrative office tasks.
- Additional job duties as required by the school principal or guidance counselor (s.) Job duties will vary depending on the school grade levels.

Job Requirements

- Ability to sit or stand for extended periods of time.
- Ability to read, comprehend and apply job-related written material and make decisions in accordance with applicable school system policies and procedures.
- Ability to communicate effectively, orally and in writing.
- Ability to establish and maintain satisfactory working relationships with other employees, students, and the general public.
- Ability to write legibly.
- Ability to honor confidential information.
- Ability to perform standard clerical procedures and use of standard office equipment to include a personal computer.
- Ability to meet deadlines.
- Ability to develop spreadsheets and write/create documents and forms.
- Ability to interpret state laws, policies, and procedures.
- Ability to interact with staff and parents professionally and pleasantly.
- Ability to interact with and relate to students in a specific age groups (according to school.)

Physical Requirements:

This job will require lifting of supplies and materials weighing up to 25 pounds.
Other physical demands that may be required are as follows:

- Pushing and/or pulling
- Climbing and/or balancing
- Stooping, kneeling and/or crawling
- Reaching
- Talking
- Hearing
- Seeing

Work Conditions

Normal working environment.