

# Farmersville Unified School District

## JOB TITLE: (BILINGUAL) SECRETARY II/GUIDANCE

### JOB DESCRIPTION

#### Definition

Under the supervision of the Principal or designee, performs a wide variety of technical and administrative duties in support of high school guidance program; independently monitors class schedules, academic progress and graduation status of assigned students; provides information, assistance and advice to students and parents regarding class schedules, scholarships, financial aid, college enrollment, career education and employment; handles minor discipline referrals; informs students of various community support, employment development or testing programs; and performs other related duties as required.

#### Examples of Essential Duties and Responsibilities

Processes forms, administers tests, monitors/reviews transcripts, identifies class standing and graduation status; assists certificated personnel in the development of master schedules and planning pre-registration; monitors and reviews class schedules, grades, progress on grades, graduation status including test scores and transcripts; provides information to students, parents and support staff; makes presentations at evening meetings describing program, functions, services; presents career planning lessons; determines alternative programs for assigned students by consulting parents and support staff; refers students with attendance problems by giving advice, referring to counselors or directing them to appropriate agencies; identifies, determines eligibility and refers students to special or support programs; prepare/distributes letters to students and/or parents regarding repeat credit, senior deficiency, graduation status; informs appropriate school personnel, probation officers, nurses, social workers and legal authorities of suspected child abuse; informs students of entrance requirements for various colleges and assists student/parent visitation of campuses, securing information, selecting institutions and completing applications; provides data on scholarships and financial aid; may attend School Attendance Review Board meetings; works with Principal to process minor discipline referrals; assists in general campus supervision, monitoring break and lunch time activities; may register students; must work summer school; performs other related duties as required.

#### Qualifications

- AA degree with course work in personnel, business, social work or other areas which will provide the background necessary to perform the duties of this position.
- One year of responsible work in computerized personnel record management, personnel, public relations, preferably in a school district setting.

OR

- High school diploma or equivalent supplemented by formalized training or course work including personnel, business, and social work or other areas which will provide the background necessary to perform the duties of this position.
- Two years of increasingly more responsible work in computerized personnel record management, personnel, public relations, or purchasing, preferably in a school district setting.

*Knowledge of:*

- Modern office methods, procedures and techniques, record keeping systems, telephone etiquette
- Technical writing skills sufficient to independently compose and prepare complex letters, reports and memoranda using appropriate format, spelling and proper English grammar.
- College testing programs
- College entrance requirements and application procedures
- Student advisement and counseling techniques
- Financial aid scholarship sources, application procedures and requirements, selection procedures and awards
- Specialized school programs such as work experience, TCOVE classes and vocational education, adult school and early college
- Occupations and their education and experience requirements
- School registration and student programming procedures

*Ability to:*

- Use computer applications, including word processing, spreadsheets, databases and Eagle
- Relate positively to students
- Sit, stand, bend, stoop, kneel, perform grasping and handling motions on a continuous basis; adequate sight or corrected vision for the purpose of reading instructions and printed or written material; hear and speak to communicate to co-workers, students, and the public; dexterity of the hands and fingers to operate computer equipment and office equipment; lift and carry 40 pounds for short distances
- Use English in written and verbal form; ability to speak, read, and write Spanish is desirable
- Maintain effective and professional relationships with administrators, staff, students, vendors and outside agencies
- Work with a minimum of supervision
- Type a net corrected speed of 40 words per minute

**Requirements**

Applicants selected for employment will be required to pass a district proficiency test, submit fingerprint clearance, negative TB test at their own expense a Valid California Driver's License and must work summer school.