

**TITLE:** GUIDANCE CLERK

**QUALIFICATIONS:**

1. At least a high school diploma or its equivalent
2. Related work experience as a clerk/typist

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

**JOB GOAL:** To provide assistance to the school counselors in the area of student records and other clerical duties.

**PERFORMANCE RESPONSIBILITIES:**

1. Processes the preliminary registration of all students new to the school
2. Processes the withdrawals of students from the school.
3. Serves as the custodian of the student records and filing system that stores and retrieves them.
4. Assists counselor(s) with necessary reports to be filed by the guidance office.
5. Assists counselor(s) in the necessary clerical work that is part of the daily operation of the guidance office.
6. Assists teachers in review of student records.
7. Assists in the preparation of all student transcripts.
8. Performs other duties as required by the administrator.

**TERMS OF EMPLOYMENT:** Nine-month year. Salary and work year to be established by the Board of Education.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Florence City Schools

Approved by Board of Education 9-10-13