

**FRANKLIN PIERCE SCHOOLS**  
**JOB DESCRIPTION**

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**POSITION TITLE: H.S. COUNSELING OFFICE/REGISTRATION COORDINATOR**

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**JOB SUMMARY:** The High School Counseling Office/Registration Coordinator is responsible for assisting the school counselor(s) and high school student data manager; entering student data into computer system; scheduling appointments and testing; responding to inquiries from students, staff, parents, and public; preparing various documents and forms; maintaining student career information; maintaining counseling files.

**ESSENTIAL JOB FUNCTIONS:**

Assists counselors and principal as assigned.

Responsible for assisting families with student enrollment.

Assists the HS Student Data Manager with withdrawals, SAT scores, progress reports, testing, etc. to meet the needs of students and staff.

Responds to inquiries from district staff, students, parents, and the public to provide information, directions and clarification, or to problem solve, as necessary.

Schedules appointments (e.g. new students and parents, teachers, parent/teacher/counselor conferences).

Schedules testing dates for new students; tracks new student testing information.

Prepares documents and forms (e.g. correspondence, transcripts, graduation, weekly calendar, awards, enroll/withdraw, testing forms, health records, etc.) to provide information.

Inputs student data into computer system (e.g. enrollment, student information, etc.) to enter or update information and provide current information, as required.

Maintains student guidance files and records to ensure accurate and available information.

Maintains student guidance information to ensure current availability of information for students and staff.

Sorts and distributes mail.

Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- High school diploma or equivalent, required.
- Two years office experience in a school setting, preferred.

**REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

Skills to

- operate standard office equipment, including computer
- use proper grammar, spelling, and English in both oral and written communications
- handle confidential matters and information in a professional manner

Knowledge of

- word processing, spreadsheets, and database software
- general clerical procedures
- operation of standard office equipment, including a computer
- district policies and procedures

Ability to

- handle confidential matters and information in a professional manner
- work independently
- work in an atmosphere where interruptions occur frequently and priorities are often modified
- use diplomacy in dealing with students, parents, district staff, and the public
- establish cooperative working relationships with students, parents, and district staff to enhance the completion of assigned tasks
- communicate effectively with staff, students, parents, and the public
- organize, set priorities, meet deadlines, attend to detail and follow through on a variety of assigned tasks
- understand and carry-out oral and written instructions
- upgrade skills necessary to perform work

**SPECIALIZED PERFORMANCE RESPONSIBILITIES:**

- Must have exceptional organizational skills and the ability to multi-task
- Must be able to work positively and diplomatically with potentially difficult people in demanding situations, maintaining a positive demeanor while working toward resolution
- Must maintain a positive, productive and cooperative working relationship with all district staff, students, and the public
- Must demonstrate a sincere interest in representing the High School and the District in a positive and professional manner, both in person and by phone
- Must have physical hand agility and tolerance for high volumes of computer data input
- Must be able to sit, stand, squat, bend, and reach; grasp, hold, lift, and maneuver a minimum of 20 lbs
- Must be willing to upgrade skills as requested and required

**REPORTING RELATIONSHIP:** Reports to Counselor(s) and to the Building Principal