



Northwestern Local School District

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Julie H. McCumber, Superintendent
Jerry Buccilla, Treasurer/CFO
Tyler Keener, Director of Curriculum and Personnel

POSITION: Guidance Secretary (School Counseling Office Administrative Assistant)

REPORTS TO: Principal and School Counselor(s)

EMPLOYMENT STATUS: 206 Days

FLSA STATUS: Non-Exempt

QUALIFICATIONS

1. High School Diploma or equivalent; associate degree in office administration or related field preferred.
2. Experience in school office operations or administrative support, preferably within a counseling or student-services environment.
3. Proficiency with student information systems (SIS), Google Workspace, scheduling software, email communication platforms, and digital records management.
4. Strong interpersonal and customer service skills; ability to communicate effectively with students, families, staff, mental-health providers, and external agencies.
5. Ability to maintain strict confidentiality in compliance with FERPA and district guidelines, especially regarding sensitive academic, behavioral, and mental-health information.
6. Working knowledge of transcript requirements, graduation pathways, and state reporting preferred (training provided).
7. Required training in first aid, CPR, medication administration, and safety procedures.
8. Ability to multitask in a busy student-facing environment, prioritize tasks, and support crisis or high-need situations calmly.

GENERAL DESCRIPTION

The Guidance Secretary supports the daily operations of the School Counseling Office. Responsibilities include maintaining student academic and counseling records, coordinating scheduling processes, preparing reports, assisting with college/career readiness tasks, and managing communication between students, families, staff, and outside agencies. The role ensures smooth, accurate, and confidential support to the school counselors and contributes to a positive, student-centered office environment.

ESSENTIAL FUNCTIONS

Student Records, Scheduling & Academic Support

1. Registers and withdraws students; maintains accurate student records including schedules, academic history, immunization compliance, and counselor files.
2. Assists counselors with course scheduling, schedule changes, and communication with teachers and families.
3. Prepares, updates, and distributes student transcripts, interim reports report cards and honor roll; ensures graduation requirement tracking is current.
4. Supports counselors in managing student enrollment, withdrawals, and transfer credit evaluations.

5. Coordinates requests for academic records from outside schools, colleges, employers, and military recruiters.

Counseling Office Operations

6. Serves as the first point of contact for the counseling office; greets students, parents, and visitors and triages requests based on urgency.
7. Manages counselor calendars, appointment scheduling, student meetings, parent conferences, and counselor availability.
8. Screens incoming calls, emails, and referrals; maintains prompt, professional communication with families and staff.
9. Maintains documentation and tracking systems for student referrals, counseling notes (as permitted), and services.
10. Supports communication related to college/career events, parent information sessions, testing windows, and mental-health services.
11. Assist with graduation, National Honor Society, and academic awards ceremonies; including ordering of supplies and preparation of literature.
12. Maintains scholarship lists and assists with internal scholarship committees.

Testing Coordination

13. Assists in organizing state testing, PSAT/SAT/ACT exams, and other assessments as assigned.
14. Maintains accurate testing rosters, accommodations lists, materials inventories, and secure testing documents.
15. Coordinates communication with students, families, and staff about schedules, locations, and testing requirements.

College, Career & Postsecondary Support

16. Prepares and sends transcripts and supporting materials for college applications, NCAA eligibility, and scholarship processes.
17. Maintains Career Center and CCP student records and adjusts SIS standing accordingly. Enters and imports grades from partner schools.
18. Assists with coordination of college visits, military recruiter visits, FAFSA workshops, and senior planning events.
19. Maintains and updates bulletin boards, digital signage, and guidance office information resources.

Mental-Health & Support Services Coordination

20. Assists with referrals to mental-health providers and community agencies; coordinates appointment scheduling as directed by counselors.
21. Maintains confidential records and helps track student support plans, counselor interventions, and outside service documentation.
22. Helps manage crisis-response logistics (locating students, contacting parents, arranging space for private meetings).

Technology & Data Management

23. Maintains proficiency with SIS tools, counseling software, digital forms, and reporting platforms.
24. Ensures accuracy and security of all digital and physical counseling records.
25. Assists with state reporting tasks such as EMIS data, enrollment verification, and graduation pathways documentation (as assigned).
26. Ensures Student Services webpage is updated regularly.

OTHER DUTIES AND RESPONSIBILITIES

- Participates in professional development related to counseling support, SIS management, mental-health awareness, and school safety.
- Supports school-wide activities, student services initiatives, and administrative tasks as needed.
- Performs additional duties assigned by the principal or counselors to support the smooth operation of the counseling office.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- FERPA and confidentiality requirements.
- Graduation pathways, transcript coding, and academic record management (training provided).
- Google Workspace, SIS platforms, and modern office practices.

Ability to:

- Work with sensitivity in an environment dealing with confidential and sometimes emotionally charged student issues.
- Communicate effectively with diverse groups—students, parents, staff, agencies. Prioritize tasks, manage interruptions, and maintain organization in a fast-paced office.

Skills in:

- Word processing, spreadsheets, email communication, and database management.
- Customer service, conflict de-escalation, and professional discretion.
- Data entry, file management, and accurate record-keeping.

Equal Opportunity Statement

The Northwestern Local School District is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, age, religion, national origin, ancestry, disability, veteran status, marital status, or any other status protected by law.

Application Instructions

Interested candidates should submit a letter of interest, resume, references, and credentials on our AppliTrack system. <https://www.applitrack.com/nwlsw/onlineapp/>

Note: This job description is intended to provide a general overview of the position and the required qualifications. It is not exhaustive and may be subject to change as state regulations, district policies or operational needs evolve.