

EASTERN MENNONITE SCHOOL

Eastern Mennonite School ("EMS") operates under the auspices of the Virginia Mennonite Conference and is governed by the EMS Board of Directors. EMS is committed to excellence in K-12 education and to the nurture of Christian faith as understood and articulated in the Confession of Faith in a Mennonite Perspective.

All employees must agree to wholeheartedly support the mission of EMS, to give their professional and personal best to EMS, and to live in harmony with the Confession of Faith in a Mennonite Perspective.

Position: Counseling Office Manager
Supervised by: Director of Academics
Positions Supervised: None
Classification: Non-Exempt, FT with FT Benefits, 10 Months + 20 Days
Effective Date: July 2019

Position Description:

Provide managerial support for the Counseling Office and administrative support to the Director of Academics, School Counselors, Health Coordinator, College Counselor and Principals. Maintain student records in the database (FACTS) including schedules, credits, grades, health records and transcripts. The focus of the Counseling Office is primarily for grades 6-12.

Key Responsibilities:

1. Manage Counseling Office administrative functions:
 - a. Process and distribute report card grades each quarter
 - b. Maintain all student transcripts and diplomas
 - c. Generate and distribute CLIPS (weekly internal communication newsletter) in consultation with Director of Academics and other school personnel as needed
 - d. Post Honor Roll lists on campus and send to newspaper
 - e. Update School Profile in consultation with Director of Academics and College and Career Counselor
 - f. Proctor BYU (online classes) exams as needed
 - g. Update and print Academic Handbook in consultation with Director of Academics
 - h. Assist with tracking of Honor Scholar Awards and set up Honor Scholar Award chapels
 - i. Assist with AP Exams (line up proctors, gather proctor materials, update lists of students taking exams)
 - j. Assist in setting up events such as Parent Class Visitation night
 - k. Organize Parent Teacher Conferences in the fall
 - l. Assemble Registration Packets in the spring
 - m. Other jobs as needed
2. Provide administrative support to the Counselors, Health Coordinator and College Counselor:
 - a. Manage flow of students in Counseling Office
 - b. Enter schedule changes in FACTS and communicate changes with teachers
 - c. Record and distribute minutes from weekly Counseling Advisory meetings
 - d. Work in collaboration with Counselors and Admissions Counselor in final stages of students being admitted (entering records) and withdrawing (sending records)
 - e. Gather and send Progress Reports each quarter and mid-quarter, creating DFI lists and distributing to members of Counseling Advisory

- f. Work in collaboration with Health Coordinator, giving medical attention to students as needed (administering medications, first aid). Needs to be certified in First Aid, CPR, MAT (Medication Administration Training)
 - g. Maintain record of medication/first aid by logging student visits in FACTS and communicating with parents
 - h. Assist with distribution, collection and collation of health forms for E-Term/Explore Week
 - i. Assist College Counselor with database management system (SCOIR), send transcripts and supporting documents to colleges for applying students
 - j. Enter SAT and ACT test scores in FACTS
 - k. Maintain Counseling Office as needed (restock paper, light cleaning)
 - l. Monitor reservations/use of Conference Room in Counseling Office
3. Provides administrative support to the Principal and/or Head of School:
- a. Assign lockers at the beginning of the year, and new chapel seats each quarter
 - b. Assist with updates and printing of Student Handbook
 - c. Create rosters and reports as needed
4. Other responsibilities include:
- a. FACTS data management throughout the year, rolling over to new school year each summer
 - b. Create and assemble Back to School Mailing each summer
 - c. Maintain student files including entering new student files, updating current student files, management of alumni files/archives
 - d. Manage alumni transcript requests throughout the year
 - e. Arrange and proctor DMV Learner's Permit testing
 - f. Process Drivers Ed paperwork: (Temporary Provisional Licenses)
 - g. Create/update Commencement weekend program, assists Front Office manager and Senior Sponsors with set up as needed
 - h. Collaborate with NHS Sponsors to prepare for Induction Ceremony
 - i. Create School Directory
 - j. Assist with Senior Parent Weekend and other events as needed
 - k. Run reports for teachers and administration as needed
 - l. Create/Post duty schedules and rosters

Qualifications:

- a. High school diploma or equivalent.
- b. At least five year's administrative experience, preferably in an academic setting.
- c. Knowledge and experience of relevant software applications, including spreadsheets, word processing, and database management.
- d. Proficient in spelling, punctuation, grammar and proofreading.
- e. Excellent organizational skills, attention to detail, and a high degree of accuracy.
- f. Ability to prioritize and handle multiple tasks with little supervision.
- g. Must be able to maintain confidentiality.
- h. Needs to be certified in First Aid, CPR, MAT (Medication Administration Training) (certification may happen after job has started)

Physical Requirements:

Working conditions and physical requirements are normal for an office environment.

This position description is not a complete statement of all duties and responsibilities comprising your position. It contains only the facts necessary to evaluate your position on a fair basis.