

School Counselor Secretary

Purpose Statement

The job of School Counselor Secretary is done for the purpose/s of establishing and maintaining student records; ensuring accuracy of information; documenting activities; assisting counselors; assisting with the testing and home study program; assisting with scholarships and graduation and responding to internal and external inquiries relating to student records.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the Counselor

Essential Functions

- Assists with various reports and requests (e.g. comprehensive guidance reports, testing programs, progress reports, home study, scholarship reviews, student tickets, report cards, computer guidance for students, etc.) for the purpose of documenting and/or providing reliable information.
- Attends meeting as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Maintains a variety of student records for school site (e.g. grades, transcripts, files, documents, financial aide, SEOP folders, honor roll, SIS, etc.) for the purpose of documenting and/or providing reliable information.
- Performs clerical functions in the counseling office (e.g. answering telephone, taking messages, filing, copying, etc.) for the purpose of providing support to to aid in the efficient functioning of the work unit.
- Prepares written materials (e.g. reports, memos, letters, minutes, registration materials, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Researches discrepancies for the purpose of clarifying student graduation status and ensuring the accuracy of information.
- Responds to a variety of inquiries both written and verbal (e.g. requests from students, other districts, colleges/universities and/or employment agencies regarding transcripts, job verification, scholarships, etc.) for the purpose of providing information and/or direction.
- Supervises student assistants for the purpose of maintaining an efficient and orderly office environment.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; assist in planning and managing projects; preparing and maintaining accurate records; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette concepts of grammar and punctuation.

ABILITY is required to schedule activities and/or meetings; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: working with frequent interruptions, communicating with diverse groups, maintaining confidentiality, meeting deadlines and schedules, setting priorities, working as part of a team, and working with detailed information/data. Have the Ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 15% walking, and 5% standing. The job is performed in a generally hazard free environment.

Experience Job related experience is desired.

Education High school diploma or equivalent.

Equivalency .

Required Testing

Pre-employment Proficiency Test

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Range

Non Exempt