

Job Title: SECRETARY, COUNSELOR
Reports to: Principal and Lead Counselor
Dept./School: Assigned Campus
Wage/Hour Status: Non-exempt
Date Revised: July 23, 2018

Primary Purpose

Provide a wide range of clerical and secretarial duties to the campus counseling staff.

QUALIFICATIONS

Education/Certification

High school diploma or GED

Special Knowledge/Skills

Proficient typing/word processing (minimum of 35 WPM) and file maintenance skills
Effective organizational, communication, and interpersonal skills
Ability to use personal computer and software to develop spreadsheets, databases
Knowledge of basic accounting principles

Experience

One to three years secretarial experience, preferably in public education environment

MAJOR RESPONSIBILITIES AND DUTIES

Records, Reports, and Correspondence

1. Perform general office work such as record-keeping, computer/typing, and using the copier machines.
2. Answer and route telephone calls, relay messages to counselors and other offices, make appointments for parent conferences and college representatives, etc.
3. Keep records and appointments for counselors.
4. Greet students and direct them to proper counselor.
5. Collect and distribute mail to appropriate counselor and places testing labels/appropriate paperwork in students' cumulative folders.
6. File personal data folders and other records as requested by the counselors.
7. Maintain current enrollment, withdrawal and record requests log.
8. Maintains student guidance/enrollment cards.
9. Computerize class lists, teacher assignments, etc for the testing programs as assigned.
10. Supervise and instruct students on the use of computer system for college programs as assigned.
11. Keep and update as assigned all special population files such as LEP, GT, Special Education, etc.
12. Generate student failure report to distribute to teachers.
13. Generate honor roll report for publication.
14. Assist with student orientation sessions.

- 15. Distribute all report cards.
- 16. Track the grades of all students placed in an alternative program.
- 17. Keep attendance and monitor office student aides.
- 18. Collect fees for PSAT and other testing programs.

Reception and Phones

- 19. Conduct initial interview with students, teachers, and parents as needed.
- 20. Receive incoming calls, take reliable messages, and route to appropriate staff. Makes appointments for parent conferences and college representatives, etc.

Files

- 21. Maintain physical and computerized files, mailing lists, student records, visitor logs, and office communication.
- 22. Update standard operating procedure handbooks, policy manuals, and other documents as assigned.

Other

- 23. Sort, distribute, or deliver mail and other documents.
- 26. Perform other duties assigned by supervisor.
- 27. Maintain confidentiality of information.

Supervisory Responsibilities

None

EQUIPMENT USED

Personal computer and software programs, printer, copier, fax machine, and calculator.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress; work with frequent interruptions. Repetitive hand motions and prolonged use of computer.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____