



Job Title: Secretary - Counselor/Data Entry

Pay Grade: Clerical-Paraprofessional - 3

Reports to: Principal

Revised: 1/23/2024

Dept./School: District Wide/Middle School

Primary Purpose:

The role of the data entry/counselor secretary is to facilitate the efficient operation of the school counseling office, provide clerical services to professional staff, and maintain current and accurate confidential student records.

Qualifications:

Education/Certification:

- High school diploma or equivalency

Special Knowledge/Skills:

- Proficient keyboarding, file maintenance skills and 10-key
- Effective organizational, communication, and interpersonal skills.
- Ability to use computer and software to develop spreadsheets, databases, and word processing functions
- Have knowledge of district policies and the community
- Ability to communicate information accurately and meet deadlines
- Ability to work unsupervised
- Discretion when dealing with confidential information
- Ability to work methodically, accurately and neatly
- Work as a team on major projects

Experience:

- 2 years of data entry/secretarial experience, preferably in an educational environment

Major Responsibilities and Duties:

General

- Support board and administrative policies and decisions.
- Maintain professional work environment through a positive attitude, punctuality, regular attendance, phone etiquette, and personal appearance.

Records, Reports and Correspondence:

- Prepare requisitions, correspondence, and transcripts using the computer.
- Prepare documents and lists for honor roll, awards assemblies, and other student recognition programs.

- Record student information, including test scores and final grades, on permanent records.
- Create new student files and ensure completeness of records.
- Assist with registration of new students, including requesting and sending student records, setting up cumulative folders, and entering student data into appropriate databases or computer programs.
- Assist with changes and adjustments to student schedules.

Reception and Phones:

- Serve as receptionist for counseling office by answering phones and taking messages.
- Assist students, parents, and teachers with counseling needs.
- Assist with distribution of materials related to testing, scholarships and college materials.
- Assist the counselor with scheduling of Admission, Review, and Dismissal Committee (ARD) meetings and appointments.

Other:

- Receive, distribute, and ensure security and confidentiality of testing materials.
- Maintain college information library.
- Ensure confidentiality.
- Perform other duties as assigned by the Counselor/Principal/Designee.
- Schedule meetings, appointments and training sessions.
- Assemble information packets.
- Manage reports, correspondence and files.
- Send out letters, memos and information.
- Order office supplies.
- Must be able to multi-task and have excellent organizational skills.
- Fill and submit all requisitions and warehouse forms.
- Create and manage filing system, along with purging files at year end.
- Submit food service orders for meetings.
- Manage budget accounts and codes.
- Submit Print Shop orders.
- Send and receive faxes.
- Assist in the organizing and preparation of materials for meetings.
- Sort mail.
- Work with other district employees such as secretaries and principals.
- Prepare mailing lists.
- Enters alphabetic, numeric, or symbolic data from source document using computer.
- Keys and verifies results according to procedure provided.
- Recognizes and corrects errors in original data prior to processing.
- Recognizes deficiencies in source documents and returns them to originator for correction.
- Prints reports using database information including attendance reports, class or personnel rosters, end-of-semester reports, or accounting reports.



Supervisory Responsibilities: None

Working Conditions:

Tools and Equipment Used:

- Computer, copier, printer, phone, fax machine, calculator, other standard equipment

Mental Demands

- Work with frequent interruptions and maintain emotional control

Physical Demands:

- Lift and carry from 15 pounds to 45 pounds, sit, stand, walk, climb stairs, stoop, pull, and push, repetitive hand motions, hear well, speak clearly, and have good visual acuity.

Environmental Factors:

- Exposure to communicable diseases

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all duties that may be assigned or skills that may be required.

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