



Job Title: Secretary - Counselor

Wage/Hour Status: Non-Exempt

Reports To: Principal/Counselor

Pay Grade: Clerical/Paraprofessional - 3

Dept./School: Assigned Campus

Revised:

Primary Purpose:

The role of the secretary to counselor 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 word processing and file maintenance skills
effective organizational, communication, and interpersonal skills
Ability to use computer and software to develop
Spreadsheets, databases, and word
Processing functions

Experience:

two years secretarial experience, preferably in a public Educational environment

Performance Responsibilities and Duties:

PERFORMANCE RESPONSIBILITIES:

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

Records, Reports, and Correspondence

3. Prepare requisitions, correspondence, and transcripts using the computer.
4. Prepare documents and lists for honor roll, awards assemblies, and other student recognition programs.
5. Record student information, including test scores and final grades, on permanent records.
6. Create new student files and ensure completeness of records.
7. Assist with the registration of new students, including requesting and sending student records, setting up cumulative folders, and entering student data into appropriate databases or computer programs.
8. Assist with changes and adjustments to student schedules.

Reception and Phones

9. Serve as receptionist for counseling office.
10. Assist students, parents, and teachers with counseling needs.
11. Assist with distribution of materials related to testing, scholarships and college materials.
12. Assist the counselor with scheduling of Admission, Review, and Dismissal Committee (ARD) meetings and appointments.



Other

- 13. Receive, distribute, and ensure security and confidentiality of testing materials.
- 14. Maintain college information library.
- 15. Ensure confidentiality.
- 16. Regular Attendance
- 17. Perform other duties as assigned by the Counselor/Principal/Designee:

SUPERVISORY RESPONSIBILITIES: supervise student workers

WORKING CONDITIONS:

TOOLS & EQUIPMENT: computer, copier, printer, multiline phone, fax machine, typewriter, LCD projectors, calculator, laminator

MENTAL DEMANDS: maintain emotional control under stress
work with frequent interruptions

PHYSICAL DEMANDS: ability to walk, stand, stoop, kneel
sit for long periods of time
hear well
good visual acuity
speak clearly
repetitive hand motions
Prolonged use of computer

ENVIRONMENTAL FACTORS: Exposure to communicable diseases

Wage/Hour Status: Non-Exempt

Pay Grade: Clerical/Paraprofessional - 3

The Abilene ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, or any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

I understand I work for Abilene ISD and assigned to the _____ Department. The foregoing statements describe the general role and responsibilities assigned to this job. I understand this is not an exhaustive list of all responsibilities and duties that may be assigned; other duties may be assigned as needed.

EMPLOYEE SIGNATURE _____ Date: _____