

**Job Title: Secretary - Counselor**

**Wage/Hour Status:** Non-Exempt

**Reports To: Principal/Counselor**

**Pay Grade:** Clerical/Paraprofessional - 4

**Dept./School: Assigned Campus**

**Revised:**

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**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 - 4

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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: \_\_\_\_\_