

# AUSTIN ISD JOB DESCRIPTION

JOB TITLE:	<b>GUIDANCE SECRETARY</b>		FLSA STATUS:	<b>NON-EXEMPT</b>	
PAY GRADE:	<b>NIS 2</b>	DUTY DAYS:	<b>218</b>	DATE REVISED:	<b>02/28/2025 HC</b>
FUNDING SOURCE:	<b>THIS POSITION IS LOCALLY FUNDED.</b>				

**MINIMUM QUALIFICATIONS:**

A high school diploma or equivalent is required. A minimum of one (1) year of related experience is required.

**SKILL REQUIREMENTS:**

This position requires an incumbent to have general office skills, such as typing and filing, as well as basic understanding of the policies and programs of their school or office. Incumbent must be able to perform a wide variety of duties simultaneously and respond to interruptions. The incumbent must have a working knowledge of office machines and competent clerical skills including good proofreading, data entry and grammar. Incumbent should have strong interpersonal skills and knowledge of school policies and procedures. Employees in this position must be able to read, write, and speak/communicate in English in order to receive and to provide work-related information in a timely manner to other employees, supervisors, principals, school personnel, volunteers and where appropriate, visitors and students.

**JOB PURPOSE AND RESPONSIBILITY:**

Incumbent provides varied clerical support to counselors in middle school, junior and senior high schools.

**ESSENTIAL FUNCTIONS:**

- Perform varied typing skills in the preparation of correspondence, reports, card files, folders, etc. This may include data processing of student schedule changes, grade changes, miscellaneous student information changes, and verification of data.
- At middle school and junior high school campuses, incumbent may be responsible for registering new students. This may include requesting and sending records between schools.
- Furnish and request student transcripts.
- Act as secretary and answer the telephone for the counselors, often answering questions on routine matters.
- Prepare and maintain various student files, including cumulative folders.
- May update and maintain immunization records and prepare related reports.
- Field questions and concerns from parents and students.
- May assist the Attendance Specialist at the middle school/junior high campuses.
- Maintain college catalogue library and scholarship files at the high school campuses.
- Assist in standard test preparations and may proctor during testing at the high school campuses.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect and focus on achieving equitable outcomes.

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**OTHER DUTIES AS ASSIGNED:**

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

**PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Services are performed in a standard office or school setting. Work is interrupted frequently causing difficulty in task completion and concentration. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

**PERSONAL WORK RELATIONSHIPS:**

Incumbent works under the direct supervision of counselors and principals and may supervise student aides. Incumbent provides guidance to and consults with students, parents, staff, and other Austin ISD offices on a recurring basis; may consult with colleges and universities regarding transcripts.

*The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

**I have read & acknowledge the job description above.**

**Employee Signature:**

**Date:**