

POSITION DESCRIPTION

Position:	Office Professional-Counselors
Purpose:	To provide secretarial services for the Student Services Support Team and principals; to provide support for special projects and events; and to maintain students' records.
Primary Customers:	Internal: Counselors, deans, principals External: Students, parents
Position Qualifications:	Education/Certification: <ul style="list-style-type: none">• High school graduate or equivalent• One-year post-secondary training in secretarial or computer skills preferred. Experience: <ul style="list-style-type: none">• Two years' job-related secretarial experience in an educational setting preferred Qualifications: <ul style="list-style-type: none">• Knowledge of school policy and procedures• Basic office procedures• Proficiency in computer applications• Demonstrated written and verbal communication skills• Record keeping skills.• Ability to prioritize tasks, handle multiple tasks, be flexible, and maintain confidentiality.

All positions are designed to support the **MISSION/VISION** of the Eden Prairie School District:
Inspiring Each Student Every Day.

Essential Responsibilities:

1. Provide secretarial support to Student Support Team/principals. Provide word processing support for student recommendations, correspondence, send passes, permission slips, set up data base for appointments and student counseling groups. Send information about at-risk students to other schools that students may attend or various outside agencies, such as courts, hospitals, or treatment centers.

Result: Support team/principals receive secretarial support. Day to day tasks are supported or completed.

2. Support the Campus student information system. Maintain student information such as schedules/grade records, etc.

Result: Schedules and reporting are accurate and produced in a timely manner.

3. Maintain record keeping Send transcripts to requesting schools, prepare suspension and

discipline reports, and other team reports. Complete state reports as necessary.
Result: Records are complete, accurate, and up to date.

5. Schedule new students. Maintain cumulative records, file, create transcripts. Prepare for electronic database conversion.

Result: Records are maintained accurately in a timely manner. Records are kept in accordance with data privacy guidelines.

5. Special Projects Management/Support. Assistant in setting up award night, compiling list of students with academic concerns. Maintain database for graduation and assist in set up. Student pictures, all school mailings. Track students at alternative schools for graduation. Other special projects include registration guide, registration process/transition.

Result: Support team/principals receive clerical support and accurate information in a timely manner.

6. Maintain Student Support Team/principals' appointments. Maintain staff appointment calendars, answer student and parent's questions regarding counseling and support services. Create and replenish forms and passes, create memos and correspondence as needed. Keep track of supply inventory.

7. Other duties as assigned by supervisor(s).

Standard Measures of Accomplishment:

1. Secretarial support is provided to department and district staff.
2. Record keeping is complete, accurate, and up to date
3. Special projects are completed on time & run smoothly.
4. Customers are treated respectfully and in a timely manner.

This job description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform any other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Terms of Employment

Classification Number: CLASS 4

Hours/Week: TBD

Days/Year: TBD

*Hours and days of service are established by the school district and are subject to change according to district need.

Working conditions are determined by written contract between the Eden Prairie School Employees Association and the Eden Prairie School District.

Updated 04.17.14

Evaluation

A continuous performance improvement process will be developed with the supervisor, the high school associate principal.