



Hays Consolidated Independent School District

Job Title: Secretary, Counselor

Wage/Hour Status: Nonexempt

Reports to: Principal

Pay Grade/Duty Days: PP03 / 210

Dept./School: High School Assigned

Date Revised: September 2025

Primary Purpose:

Perform various routine clerical duties. Work carefully and tactfully with teachers, students, and the public. Responsible for compiling reports, maintain student records, responsible for student registration, and other duties as assigned by the principal.

Qualifications:

Education/Certification:

High school diploma or equivalent

Special Knowledge/Skills:

Must have word processing and data entry skills

Ability to maintain emotional control under stress and work with frequent interruptions

Experience:

Minimum of two (2) years' general office experience is required

Major Responsibilities and Duties:

1. Perform routine computer, internet and clerical duties.
2. Maintain an Excel or Google document for student sign in to the counselor and run those reports.
3. Maintain inventory of equipment, materials and supplies.
4. Work with PEIMS clerks and Registrars for appropriate student data.
5. Assist in registration of new students and withdrawals.
6. Assist in other student documents as assigned.
7. Work closely with counseling staff for managing student assistants.
8. Answer incoming counselor calls.
9. Set up appointments with parents and students for counselors.
10. Request court ordered grade checks from teachers.
11. Assist in student management of the College and Career Center.
12. Maintain confidentiality.
13. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

Student Assistants.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; occasional districtwide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

EEOC Statement:

Hays Consolidated I.S.D. will not discriminate against any person in employment or exclude any person from participating in or receiving benefits of any of its activities or programs on any basis prohibited on the bases of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit based factor. These protections extend to all management practices and decisions, including recruitment and hiring practices,

appraisal systems, promotions, and training and career development programs.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. Positions are extended annually based upon availability of funding.

Signature indicates acknowledgement of the receipt of aforementioned information.

Employee Name (please print)

Date

Employee Signature

Badge #