

ADMIN. ASSISTANT, COUNSELOR HS**Rev. July 2025****Job No.: 503****Reports to:** Principal**Dept./Campus:** Campus**FLSA Status:** Non-exempt**Pay Grade:** 503**Term:** 210 Days**PRIMARY PURPOSE**

To ensure the smooth and efficient operation of the school counseling office by providing meaningful and helpful service for students, staff, parents and community. Maintain current and accurate confidential student records.

MAJOR RESPONSIBILITIES AND DUTIES

- Prepare various documents and guidance materials, i.e. requisitions, correspondence, transcripts, reports, letters of recommendation, special event materials, and classroom guidance materials using personal computer.
- Prepare documents and lists for honor roll, awards assemblies, and other student recognition programs.
- Record student information, including test scores and final grades, on permanent records.
- Create new student files and ensure completeness of records.
- 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.
- Assist with processing changes and adjustments to student schedules.
- Serve as receptionist for counseling office.
- Assist counselor with scheduling of Admission, Review, and Dismissal Committee (ARD) meetings and appointments.
- Receive, distribute, and ensure security and confidentiality of testing materials.
- Maintain college information library.
- Provide information to students, parents, and teachers regarding routine guidance functions, i.e. scholarships, college admission testing, financial aid, schedule change procedures, registration procedures, dual enrollment, etc.
- Assist registrar, with data entry, maintenance of files, distribution of report cards and progress reports, and enrollment of new students.
- Work closely with Counseling Department to ensure internal and external parent/teacher/student conferences, creating and maintaining information displays.
- Demonstrates regular and prompt attendance.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- None.

GENERAL QUALIFICATION GUIDELINES**Education/Certification/Experience:**

- Graduation from an accredited high school or GED.
- Experience in administrative support work, preferably in public education environment.

Knowledge/Skills/Abilities:

- Knowledge of word processing, data entry, and file maintenance skills, including the ability to maintain accurate and auditable administrative, financial, and student records; and basic bookkeeping/accounting principles and practices.
- Skill in organization; interpersonal relations; communicating pleasantly and effectively with students, parents, and staff members.
- Ability to use personal computer and software to develop spreadsheets, maintain and update databases, accomplish word processing tasks, prepare presentations, and access e-mail and Internet applications; perform job requirements with limited supervision; and supervise administrative subordinates.

Mental/Physical/Environmental Demands:

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Frequently communicates with other employees or public.
- Must be able to exchange accurate information.
- Ability to understand, remember, and communicate routine, factual information.
- Ability to organize and prioritize own work schedule on short-term basis.
- Ability to make decisions which have moderate impact on immediate work unit.
- Ability to compose letters, outlines, memoranda, and basic reports and/or to orally communicate technical information.
- Ability to communicate with individuals utilizing a telephone, computer or other electronic device.
- Use standard office equipment including personal computer and peripherals.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.
- Occasional light lifting and carrying (less than 15 pounds).
- Work with frequent interruptions.
- Maintain composure and professionalism at all times.