Job Description
Montgomery Independent School District

Job Title: Counselor Secretary

Exemption Status/Test: Nonexempt

Reports to: Principal/Counselor

Date Revised: June 2025

Dept./School: Assigned Campus

Salary: PG3 Clerical/Paraprofessional - 207 Days

Primary Purpose:

Under moderate supervision provide routine clerical support for the efficient operation of the school counseling office and professional staff. Maintain current and accurate confidential student records.

Qualifications:

Education/Certification:
Applicant must be at least 18 years of age
High school diploma or GED

Special Knowledge/Skills:
Knowledge of general office procedures
Proficient keyboarding and file maintenance skills
Ability to use software to develop spreadsheets and databases, and do word processing
Ability to follow verbal and written instructions
Ability to perform a variety of tasks often changing assignment on short notice with some direction
Effective organizational, communication, and interpersonal skills

Experience:
Two years clerical experience preferred

Major Responsibilities and Duties:

Records, Reports, and Correspondence

1. Provide general clerical support including word processing, data entry, filing, and file maintenance.
2. Assist with the registration of new students, including requesting and sending student records, entering student data, and ensure completeness of records.
3. Process changes and adjustments to student schedules.
4. Maintain complete and accurate student records including test scores and final grades on permanent records.
5. Compile, maintain, and file all reports, records, and other documents as required.

Reception and Phones

6. Receive incoming calls, take reliable messages, and route to appropriate staff.
7. Assist counselor(s) with scheduling of meetings and appointments.

Other

8. Receive, distribute, and ensure security and confidentiality of testing materials.

9. Maintain college information library and help students, parents, and teachers find information about testing, scholarships, and college materials.

10. Maintains confidentiality.

11. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

None

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

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

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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.

Printed Name _____ ID # _____ Campus _____

Signature _____ Date _____