

| | | | |
|--------------------|------------------------|-------------------|------------|
| JOB TITLE: | Clerk, Campus Guidance | STATUS: | Non-exempt |
| REPORTS TO: | Counselors | TERMS: | 200 days |
| DEPARTMENT: | Assigned Campus | PAY GRADE: | AS201 |

PRIMARY PURPOSE:

To provide clerical support to Counselors in relation to guidance responsibilities.

QUALIFICATIONS:**Education/ Certification**

High school diploma or GED

Special Knowledge/Skills:

Ability to follow oral and/ or written directions.

Ability to work well with students.

Ability to communicate well with parents.

Typing, computer, communication and organizational skills.

Preferred Bilingual.

Experience:

One year, preferably student oriented.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Provide clerical support to counselors including but not limited to typing, copying and distributing all communications.
2. Handle all paperwork/files relating to Counseling and Guidance department such as but not limited to: RtI, Section 504, At-Risk, student records.
3. Assist in distribution of student schedules.
4. Print student schedules, progress reports, and report cards upon request.
5. Collect requested homework for absent students.
6. Receive visitors and telephone calls; screen those that may be handled without counselor's help.
7. Maintain student information files and assist teachers with required information.
8. Assist counselors in scheduling various appointments.
9. Supervise/ direct activities of student aides.
10. Monitor, maintain, and create purchase orders for all counseling needs.
11. Communicate with parents regarding students or school information.
12. Maintain confidentiality.
13. Accurate and consistent use of Time Clock Plus (TCP) and AESOP.
14. Perform other duties as assigned.

MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

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

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: Frequent districtwide travel; occasional statewide travel

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

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

I have read and understood the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

Printed Name

Signature

Date