

**SHAWNEE MISSION SCHOOL DISTRICT*****Job Description***

<b>Position Title</b>	Secretary III-HS Counseling
<b>Division</b>	Administrative Services
<b>Department</b>	Secondary Education
<b>Days Scheduled</b>	230 Days Annualized
<b>Reports To</b>	High School Counselors
<b>Salary Schedule</b>	<b>CLAS / D/ Step 01 starting at \$19.11</b> The hourly rate is based on experience, education, and ability to speak multiple languages.

**Summary**

Prepares and maintains files, reports and records of a complex nature involving general administrative and confidential information. Performs related work as directed. Performs many clerical tasks requiring a broad knowledge of office practices and procedures.

**Examples of Duties and Responsibilities: *Other duties may be assigned***

- Manages incoming and outgoing telephone communications for the counselor's office.
- Schedules and maintains the digital calendar of appointments for counselors.
- Organizes and updates office files to ensure efficient record-keeping.
- Coordinates the preparation and distribution of all necessary forms and reports.
- Draft and type recommendation letters on behalf of counselors.
- Assists in compiling and preparing student progress reports.
- Maintains a schedule of visits from college representatives.
- Facilitates registration and manages payment collection for testing.
- Performs additional duties as assigned to support office operations.

**Training, Skills, and Experience Requirements**

- Equivalent to a high school diploma, complemented by two to three years of clerical experience.
- Strong ability to establish and maintain effective working relationships across all levels of district personnel.
- Skilled in engaging with the public and creating positive, professional impressions.
- Capable of exercising sound judgment in minor decisions, following general administrative guidelines.
- Advanced keyboarding skills and expertise in preparing records, reports, and other documents from available data.
- Proficient in office software and operation of essential equipment, including copiers, fax machines, printers, calculators, and telephone systems.
- Strong ability to perform alphabetizing and filing tasks efficiently.

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable Accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Proficiency in performing routine office tasks efficiently and effectively.
- Strong public relations skills and the ability to provide exceptional customer service.
- Knowledge of district programs, policies, and procedures.
- Attention to detail in maintaining accurate filing systems.
- Commitment to strict confidentiality in all district matters.
- Initiative and willingness to assume responsibility.
- Highly effective technology skills.
- Receptiveness to feedback and professional development.

**EDUCATION AND/OR EXPERIENCE:**

A high school diploma is required, with preference given to candidates who have prior experience in a secretarial role and have completed college coursework.

**LANGUAGE SKILLS:**

- The ability to read, analyze, and interpret documents and data.
- Strong written communication skills for preparing reports and correspondence.
- Effective verbal and written communication skills for interactions with vendors, parents, patrons, staff, and students.
- In a diverse and inclusive organization/community, bilingual communication skills are highly valued and appreciated.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

- Must be adaptable to scheduling, working conditions, and work locations.
- May require some physical exertion, lifting to 30 lbs.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

Must be able to occasionally work in noisy and crowded environments, with numerous interruptions.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*