



Westerville City Schools
Office of Human Resources - Classified Personnel
Notice of Vacancy

The Westerville School System is an Equal-Opportunity Employer. As an equal opportunity employer, it is the policy that no candidate for a position in the District shall be discriminated against on the basis of race, color, national origin, ancestry, sex, sexual orientation, age, religion, or disability.

Job Title:	Secretary 3 (9 Month) Counseling/Guidance Office	Posting Date:	April 3-9, 2023
Job Classification:	Secretary 3 (WESSA)	Effective Date:	Immediate
Job Location:	Minerva Park Middle School and another school to be determined	FLSA Status:	Non-exempt
Work Schedule:	9 month (195 Contract Days) 7:00 am - 3:30 pm	Hourly Rate:	\$19.58 per hour
How to apply:	Apply online http://www.wcsoh.org Phone: 614/797-5728		

Summary of Duties

The person in this position is part of a team who work cooperatively with one another, and provides support to the Counselor's and Guidance Office. This person is primarily responsible for all activities that support student's academic and social-emotional needs. This is a one year grant-funded position to support the increased academic and social-emotional needs of students.

Experience/Education

- Minimum of two years' experience where qualifications and responsibilities were comparable
- High school diploma or equivalent

Essential Duties

- In coordination with school counselors, teachers and the school administrators, identify at-risk students' monthly using grades, suspensions, absences and counselor input.
- Collect feedback on students from Teachers & Counselors and then distribute it to appropriate stakeholders.
- Gather historical data for students including past grades, test scores, and other pertinent data and then provide it to the counselors and school psychologists.
- Assist with Career Center applications.
- Assist with the management of student meetings/check-ins for counseling team.
- Assist with organization of testing materials and roster for OST and SAT testing.
- Assist with posting of all scholarship and potential job opportunities to Schoology.
- At the request of supervisor, contact parents about possible summer school and summer credit recovery options.
- Contact parents to set up meetings with the counselors.
- Coordinate the invitations for scheduled meetings and include the principal, psychologist, nurse, social worker and counselor.
- Record notes and share meeting notes with the student's teacher, parent or guardian, counselor and the school psychologist.
- Reception desk coverage as needed.
- Send out follow-up Google form to teachers to collect data on accommodations/modifications that are being implemented from the initial SST Meeting-counselors
- Assist senior students with the completion of end of year senior surveys and assist counselors with student graduation requirements.

- Assist AP students to make sure they are registered in AP classroom for all of their AP classes.
- Assist with the school recognition programs.
- Clerical tasks including data entry, running reports, creating certificates, and spreadsheets.
- Other duties as assigned by the principal or supervisor.

Knowledge, Skills and Abilities

- Proven skills in Microsoft Office Excel, Word, Publisher, Gmail, and Google Suite
- Effective, active listening skills
- Organizational and problem-solving skills
- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Good oral and written communications skills
- Ability to maintain absolute confidentiality
- Affinity for detail
- Human relations skills; ability to relate to a wide range of people and problems calmly and in an assured manner
- Proven competence in English composition, grammar, spelling, and punctuation
- Telephone presence
- Maturity, composure, warmth, stability, high energy level and the ability to work independently to organize work schedules, set priorities and coordinate the flow of work through the office
- Initiative - ability to anticipate needs and to take appropriate action within established parameters while keeping supervisor appropriately informed.

Special Requirements

This position requires the individual to hold a current student monitor permit issued by ODE.

*** This is a one year grant funded position expiring on June 30, 2024. This position will be discontinued at the expiration of the grant and the individual hired in said position will be released of duty and Layoff Procedure shall not apply.**

I have reviewed and understand the job requirements of this posting. A copy was given to me for my records.

Name

Date

New: April 2023