

**WESTERVILLE CITY SCHOOLS
OFFICE OF HUMAN RESOURCES**



JOB DESCRIPTION

POSITION: Secretary 3

WORK SCHEDULE: WESSA 9 Months/195 contract days

REPORTS TO: Principal

SUPERVISES: N/A

SALARY: 20.65-23.91 per hour

HOURS: 7:00 a.m. – 3:30 p.m. Monday through Friday

POSTING DATE: August 4, 2025

JOB SUMMARY: 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.

NOTE: The lists below are not ranked in any particular order of importance.

QUALIFICATIONS:

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

ESSENTIAL FUNCTIONS:

- 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.

TERMS OF EMPLOYMENT:

This position requires the individual to hold a current student monitor permit issued by ODE.
Work calendar, salary, and benefits established by Board of Education

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board of Education Policy on Evaluation of Professional Personnel

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow instructions and perform duties required by the employee's supervisor(s). All staff shall serve as role models for students in how to conduct themselves as citizens and as responsible, intelligent human beings. All staff are expected to comply fully with the Ohio Department of Education and Workforce Code of Conduct for educators. The employee shall remain free of any alcohol or nonprescribed controlled substance abuse or prescribed controlled substance abuse in the workplace throughout his/her employment in the district.

Westerville City School District is an Equal Opportunity Employer and complies with all State and Federal Regulations regarding employment.

Signature

Revised 8/25

Date