

JOB TITLE: HIGH SCHOOL COUNSELING SECRETARY

QUALIFICATIONS:

1. Ability to adapt to changing work priorities and working with frequent interruptions.
2. Effectively communicate with diverse groups, maintaining confidentiality.
3. Establish cooperative relations in a calm and tactful manner.
4. Knowledge of computer usage and modern office practices.
5. Effective communication techniques and procedures.
Communicate effectively in oral and written form.
6. Effectively carry out oral and written directions.

REPORTS TO: Building Principal

JOB GOAL: To provide the necessary clerical responsibilities required for the administration of the school district in order to assure the smooth, efficient operation of the counseling office.

PERFORMANCE RESPONSIBILITIES:

1. Assist counselors with counseling duties.
2. Maintain high standards of confidentiality, attendance and flexibility while working cooperatively with supervisors, coworkers and students.
3. Assist and answer questions for secretaries from various offices and schools.
4. Compose letters, memoranda and reports independently and accurately.
5. Respond to public in a cordial, courteous manner. Answer the telephone and relay messages to counselors, teachers and administrative staff.
6. Distribute homework request to teachers for students that call in a request.
7. Schedule appointments with college representatives and recruiters, advertise their visits, and find available meeting areas.
8. Operate computers, word processors, copiers and facsimile.
9. Perform various other office duties as assigned by counselors or building principal.
10. Sort and enter danger of failing notices into student data. Compile a list to distribute to assistant principals and counselors. Mail danger of failing notices 4 times a year.
11. Assist teachers with various duties, print student labels, provide student information, print rosters and schedules.

TERMS OF EMPLOYMENT: Salary and work to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

Signed: _____ Date: _____
(High School Counseling Secretary)

Signed: _____ Date: _____
(High School Principal)