

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: High School Counseling Secretary

DEPARTMENT/DIVISION: Comprehensive High Schools

POSITION SUMMARY:

Under general supervision, the High School Counseling Secretary performs responsible secretarial duties involving compiling and posting daily records and reports; assists students, parents, teachers and counselors in matters relating to scheduling; and performs related work as required.

ESSENTIAL FUNCTIONS:

1. Conducts effective communication with students, parents/guardians, staff and the public in person, by phone, and electronic mail; Maintains records, reports, and operates standard office machines; collects and issues changes of programs, and tallies program changes.
2. Serves as back-up for receptionist, telephone operator, Career Tech, and Registrar.
3. Assembles and processes the appropriate paperwork and documentation for students new to the District, and schedules their appointments with the Counselor.
4. Schedules SST, Parent-Teacher, 504 and other conference appointments for counselors, teachers, students and parents, and notifies attendees.
5. Prepares, distributes and processes guidance materials such as change of class forms, caregiver forms, college visit forms, Academic Block W applications and Drivers' Education forms for students.
6. Updates student records with personal and emergency information changes.
7. Monitors activities of student Teacher Assistants.
8. Assists counselors with registration and evening registration activities, and prepares registration paperwork and packets for parents and guardians.
9. Types correspondence for counselors and assists with other activities carried out by counseling center such as graduation status information and preparation of the annual course guidebook.
10. Assists counselors with preparation of information regarding scheduling of classes for the next school year.
11. Assists parents, students and caregivers with student computer data program (Parent Link).
12. Assists the Career Tech with Senior Scholarship night and Career Day.
13. Send out messages and hall passes to students when required.
14. Maintains regular and prompt attendance in the workplace.
15. Performs other related duties as assigned.

EDUCATION AND EXPERIENCE:

The ability to carry out oral and written directions, read, write and speak at a level sufficient to fulfill the duties to be performed. Must have a high school diploma or equivalent and one year experience in a responsible clerical setting. Previous school district work experience is desirable.

SKILLS AND QUALIFICATIONS:

1. Strong communication skills;
2. Strong interpersonal skills.
3. Intermediate to advanced elements of correct English usage, grammar, spelling and vocabulary;
4. Knowledge of office methods and practices including letter and report writing, the operation of standard office technology, receptionist and telephone techniques and filing systems.
5. Ability to maintain cooperative working relationships with those contacted in the course of work.
6. Ability to work on own initiative and organize work so as to meet deadlines.
7. Type at a speed of 55 words per minute from clear copy.
8. Ability to perform responsible clerical work including receptionist and telephone duties, and ability to make independent decisions.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal and operate standard office equipment for extended periods of time.
3. See and read a computer screen and printed matter with or without vision aids.
4. Speak so that others may understand at normal levels and on the telephone.
5. Hear and understand speech at normal levels and on the telephone, with or without hearing aids.
6. Stand and/or walk on hard and/or uneven surfaces for extended periods of time. Reach overhead, grasp, push/pull up to 25 pounds for short distances.
7. Lift and/or carry up to 25 pounds at waist height for short distances.
8. Bend, squat, stoop and/or climb for extended periods of time.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with school District staff, students, parents, and the public.

SALARY : Classified Range 30

Board Approved:	High School Board:	10/24/78
	Elementary Board:	10/24/78
Revised:	High School Board:	6/26/86
Revised:		12/9/08