

**Classified Personnel
Job Description**

- POSITION TITLE: Secretary - AMS Guidance Counselor
- QUALIFICATIONS: Shall have a working knowledge of computers.
Shall communicate effectively both orally and in writing.
Shall have a sincere concern for the emotional and educational growth of the students.
Shall have received a positive recommendation from references listed on application.
Shall have a high school diploma or GED.
- PHYSICAL REQUIREMENTS: Shall have the ability to sit, light lifting, stoop, any and all body movements as related to the job description.
- RESPONSIBLE TO: Counselor
Principal
- GENERAL DUTIES: Shall be responsible for the secretarial duties in the counselor's office.
Shall be responsible for the non-technical operations of the computers.
Shall react positively to directives.
Shall carry out assignments in a timely manner without undue checking.
Shall adhere to time schedules as set forth.
Shall have a willingness to cooperate with the principal and staff.
Shall adhere to School Board of Education Policies and Procedures.
- SPECIFIC DUTIES: Shall maintain all permanent records and cumulative files in the counselor's office.
Shall perform secretarial duties such as typing, filing and monitoring telephone calls.
Shall order supplies for guidance office.
Shall assist with enrollment of new students.
Shall verify enrollment date.
Shall process withdrawn students.
Shall process grade changes.
Shall maintain students records in the computer.
Shall enter information into computers during scheduling, scheduling changes, and grade processing.
Shall be responsible for sending all student record requests.
Shall maintain student health records in the computer.
Shall perform any other duties as assigned by the supervisor.
- DAYS OF EMPLOYMENT: 188 days (6.5 hours per day)
- SALARY: Commensurate with the Ashland Independent Schools Classified Salary Schedule.

Updated: May 20, 2019