

Job Title: Counselor Receptionist

Exemption Status/Test: Nonexempt

Reports to: Deputy Superintendent

Date Revised: August 19, 2021

Dept./School: Argyle High School

Primary Purpose:

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.

Qualifications:

Education/Certification:

High school diploma or GED

Experience:

1 year of experience in clerical/secretarial procedures, or related field

Major Responsibilities and Duties:

1. Answer student questions and assist students with needs before, during and after school.
2. Provide routine information regarding the counseling department to students and parents.
3. Answer phones, take messages, and screen/direct calls to the appropriate counseling staff member.
4. Provide administrative support to counselors including preparing materials, drafting correspondence, and organizing mailings/communications for delivery to students, parents, and teachers.
5. Complete clerical and copying responsibilities for the counselors.
6. Maintain counseling office bulletin boards and displays.
7. Notify maintenance/technology for office equipment, building repairs, and telephone/computer service issues.
8. Oversee distribution of student passes both to and from the counseling office.
9. Manage student aides (including attendance and grades).
10. Assist with student registration.
11. Assist new parents/students with questions during the enrollment and withdrawal process.
12. Assign student aides to assist new students on their first day of school in locating classes, explaining school procedures, and obtaining a Chromebook.
13. Assist students and parents with Naviance questions (i.e. login/password reset, navigating through the system).
14. Assist with transcript and scheduling distribution as needed.
15. Complete office supply orders (with help from the principal's administrative assistant).
16. Communicate website additions/changes to the appropriate assistant principal.

17. Email new student transfer grades to teachers.
18. Enter SAT/ACT scores into Naviance.
19. Enter EOC scores or waivers into Q for new students.
20. Prepare transcript and employment verifications for graduated students.
21. View and distribute faxes from the email portal.
22. Keep up with student FERPA forms and send a monthly report to the high school principal.
23. Help contact substitute teachers.
24. Assist counselors with new student orientation.
25. Assist counselors with college day.
26. Assist counselors with dual credit registration and notifications.
27. Provide counseling information for website to campus communicator.
28. Provide counseling information for all counseling activities to campus communicator.
29. Publish scholarship information for students on website and bulletin boards.
30. Assist with graduation ceremony as needed.
31. Assist with awards night as needed.
32. Other duties as assigned.

Other

1. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/ Environmental Demands:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting. Occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse. Occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____

Date _____

Argyle ISD

Received by _____

Date _____