TRAVIS UNIFIED SCHOOL DISTRICT

Reaching beyond the boundaries to build a community of learners.

TITLE: Middle School Counselors Secretary **CLASSIFICATION: Classified**
DEPARTMENT: School Administration

FUNCTION

Under the supervision of the Principal or his/her designee is responsible for the processing and maintenance of student records; performs secretarial and clerical duties in the counseling office; performs other related tasks.

RESPONSIBILITIES

- Maintains student cumulative records and transcripts
  - types cumulative record cards, transcripts and folders
  - requests and receives cumulative records and other students records and transcripts from school previously attended.
  - answers inquiries from other agencies regarding student records and transcripts
  - locate, copy and mail
- Prepares student withdrawal foams and records for students transferring from the district.
  - include immunization, emergency cards and transcripts
  - drop from computer system
- Schedules student and parent conferences with counselors and teachers.
  - schedules appointments for counselors and teachers
- Registration
  - issues forms and provides information to parents regarding registration of new students
  - prepares 6, 7, and 8 grade forms (6) and folders
  - enters required data for student enrollment on the Carter Pertaine main frame computer, which requires four (4) separate screens (entries).
- Enters data for grades
  - progress reports
  - report cards
  - request scan sheets, separate and distribute scan sheets with memo
  - collect and scan sheets, make any necessary grade changes
  - request report cards/progress reports, sort and prepare for mailing and deliver to post office
  - types honor roll list each quarter and semester
- Scheduling
  - create course master and course catalog for computerized scheduling
  - makes necessary changes and additions to course catalog
  - request reports and run scheduler several times before completed
- Receptionist
  - for counselors, psychologist, and supplements clerical services to teachers in the nature of reports, letters and certificates
  - heavy phone duties

- Collects and maintains information for:
  - SUCCESS Consortium – all year and field trips
  - Challenge and Career Days
  - SST – schedule weekly meetings and distribute information to necessary parents, teachers, and counselors
  - new student orientation
- Prepare and maintain ELL reports
- Promotion
  - promotes all student cum folders
  - prepares all 8th grade cum folders for shipment to Vanden High School
- Standardized testing
  - Prepares tests and supplies necessary for testing
  - sorts and mails results
  - generates reports as necessary
- Student course guide
  - makes any necessary revisions, types, reproduces, and distributes
- Provides on occasion, support to the front office, such as, answering phones and assisting parents.
- Supervises and records hours of student aids in the counseling center.

ADDITIONAL CONSIDERATION

Qualifications:
12 years education, 2 years previous clerical or school district experience knowledge of Carter-Pertaine computerized system.

Equipment:
Typewriter (50 wpm), computer (word processing, software, etc.) printer, copying, duplicating, adding and calculating machine

Supervision Exercised:
Moderate

Supervision Received:
Moderate

OJT

12 months