

**SCHOOL DISTRICT 27J**  
**CLASSIFIED POSITION JOB DESCRIPTION**

**Job Title:** Secretary, Counseling  
**Date Prepared or Last Modified:** December 2021  
**Work Year:** 11 Month  
**Department:** High School Counseling Office  
**Reports To:** Assistant Principal

**SUMMARY** Perform administrative and secretarial duties that support the Counseling Office at the high school to include: serve as receptionist; manage calendars; assist parents with problem solving; supervise student aides, provide support during crisis situations; handle incoming mail; enter new student data; maintain records on community service; maintain scholarship information system; assist counselors with events/projects; and provide clerical support for counselor responsibilities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

D 26% Serve as receptionist for the Counseling Office, greet visitors, help students, and schedule counseling appointments for students and parents.

D 16% Answer phones for the Counseling Office and schedule the use of the conference rooms, schedule college rep visits and military visits.

D 12% Assist parents with problem solving and facilitate effective involvement of administrators and/or counselors as needed.

D 5% Supervise student aides and students using computers.

D 5% Sort and file incoming counseling department mail and supervise distribution of faxes.

D 8% Enter new student data and provide student information to school officials when appropriate.

W 5% Maintain scholarship information system and assist counselors in supporting student scholarship applications.

M 8% Maintain records on community service, inform students of their status, and provide information on community service opportunities to students.

M 10% Assist counselors with events and responsibilities.

Ongoing 5% Perform other duties as assigned.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION AND TRAINING** High school diploma or equivalent plus post-secondary courses in office management, secretarial, word processing, computer, and bookkeeping skills.

**EXPERIENCE** Secretarial experience.

**SKILLS, KNOWLEDGE, & EQUIPMENT** Interpersonal, communication, public relations, customer service, problem solving, computer, basic math, phone etiquette, attention to detail, and secretarial skills. Ability to maintain confidentiality in all aspects of the job. Ability to manage multiple priorities and tasks simultaneously. Operating knowledge of and experience with computers. Operating knowledge of general office equipment and phone systems.

**CERTIFICATES, LICENSES, & REGISTRATIONS** First Aid and CPR certifications required within 2 months after hire.

**SUPERVISION/TECHNICAL RESPONSIBILITY** Supervises student aides. Acts as a resource for Counselors, teachers, students, and parents by assisting with inquiries.

**JUDGMENT AND DECISION MAKING** Work is self-directed and assigned by Counselors and administrators as needed. Requires judgment, organizational skills, and time management skills to respond to multiple requests and priorities in a timely manner. Work is guided by district and school policies and procedures. Decision making requires collaboration with Counselors, school administrators, and peers. Supervisor is occasionally involved in decision making.

**DIVERSITY OF DUTIES** Requires cross training in secretarial skills, school policies and procedures, Counseling Office functions, computers, and negotiation/mediation skills. Duties impact individuals within the school and parents.

**SAFETY TO SELF AND OTHERS** Low exposure to self to cuts and bruises due to typical office accidents and to repetitive motion injuries due to keyboarding. May also have exposure to and expose others to injuries if a crisis situation is not handled effectively.

*The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**PHYSICAL DEMANDS** While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell (to discern smoke in the building and alcohol and/or drug use by students). The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

**WORK ENVIRONMENT** The noise level in the work environment is usually moderate.

**MENTAL FUNCTIONS** While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, synthesize, evaluate, and use interpersonal skills. Frequently required to instruct, compute, compile, and negotiate. Occasionally required to copy.