



SAN MATEO UNION HIGH SCHOOL DISTRICT

CLASSIFIED JOB DESCRIPTION

JOB TITLE: COUNSELING/STUDENT SERVICES ASSISTANT

REPORTS TO: School Assistant Principal **SITE:** All Schools

CLASSIFICATION: Classified Bargaining Unit **WORK YEAR:** SDO+10 Days

SALARY: Range 40 – Classified Salary Schedule

APPROVED BY THE BOARD OF TRUSTEES: November 12, 2020

JOB SUMMARY:

Under the direction of the Assistant Principal, performs secretarial and clerical support to a school site administrator in student services and/or counseling; to provide assistance in the day-to-day operations of programs and procedures within a school office; and to perform other related duties as assigned.

The Counseling/Student Services Assistant screens visitors and telephone calls to the school; interprets requests and provides information and assistance related to specific information on policies, and procedures of assigned program area; maintains Assistant Principal's calendar; maintains information on a computer; and composes independently or from oral instructions letters, memoranda, reports, etc.

CLASS CHARACTERISTICS:

Positions in this classification are distinguished from classifications in the Office Assistant job class series by the greater variety, breadth and scope of duties assigned and the degree of latitude required in making routine administrative decisions. Positions are also distinguished by the greater proportion of time spent performing secretarial support duties, and higher level of responsibility for public contact and problem solving.

ESSENTIAL FUNCTIONS:

1. Perform a variety of secretarial and complex clerical work to assist Assistant Principal in facilitating successful program operations of assigned program area; initiate, process, and coordinates transactions and procedures.
2. Screen visitors; receive, screen and route telephone calls; respond to requests, complaints and questions from students, faculty, administrators, parents, probation and law enforcement officials, and the general public; interpret requests and provide information and assistance related to specific information on policies, and procedures of assigned program area.
2. Independently or with general instructions, composes, types and assembles correspondence, reports, memoranda, and other materials.
3. Review correspondence directed to the program manager or school site administrator, draft routine correspondence and prepare inter-office memoranda.
4. Screen incoming information of assigned program area, prioritizing and arranging materials and noting necessary actions taken or recommended.
5. Maintain appointment schedules and calendars; arrange meetings; notify participants; prepare meeting agendas; and take meeting minutes.
6. Prepare report summaries, queries, and data sets for assigned program area.
7. Maintain student records and files; ensure all required student documents are received and completed accurately.
8. Receive, review, and process documents, records, and forms to ensure accuracy, completeness, and conformance to applicable policies and procedures of the department area.
9. May register new students, interpret and process incoming and outgoing transcripts, compute credits for graduation, set up official student records, receive and receipt monies, maintain

master course schedule and class lists; arrange and coordinate graduation ceremonies, documents and diplomas, issue lockers and/or student ID cards and maintain related records; and process student transfers, suspensions and expulsions.

10. Establish, maintain and update a variety of records, logs and filing systems pertaining to assigned program area of responsibility.
11. Train, direct and coordinate the work of student aides.

In Counseling:

- Assist students with transcript requests, counseling appointments, and general direction with overall needs of curriculum.
- Assist counselors with placement of students.
- Maintain Student Information System (AERIES) for parent verification, deletion of student schedules, generating transcripts, grades, and attendance and discipline if needed; and maintain records of Formal Reprimand, Behavior and Attendance, and student/parent contract meetings in AERIES.
- Schedule student study team meetings.
- Maintain and prepare student ID cards using Student Information System (AERIES) and Life Touch computer system.
- Maintain student 504 files for counselors.
- Assist with opening day of school and incoming 9th grade orientation.
- Update published curriculum guide, course titles, A-G lists and descriptions as directed.
- May coordinate testing information.
- Maintain student tutorial lists, master schedules, common assessments and physical fitness evaluations.
- Coordinate start and year end school functions such as 8th grade family night, Back to School Night, Open House, and 8th grade shadowing.
- Update graduation requirements.

In Student Services:

- Prepare truancy letters; maintain tardy and discipline referrals.
- Assist with student investigations leading to suspension and expulsions.
- Maintain weekly detention, facility needs, and technological concerns.
- Establish student eligibility for sports programs, and notify administrators, counselors, and coaches of students not eligible to participate in school activities.
- Monitor air traffic on two-way radios used by campus security staff, and respond to emergencies and perform various other specialized duties.
- Provide all staff and student parking permits.
- Assist with registration process, school pictures, school dances, activity clubs, , and student mailings.

Employment Standards:

- Incumbent must be able to perform essential functions above plus assigned department duties with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, administrators, the Board of Trustees, students, parents and the general public.

QUALIFICATIONS:

Education/Training Experience

- High school diploma or equivalent supplemented by coursework in office systems and administration.
- Two (2) years of secretarial experience.

KNOWLEDGE OF:

- Secretarial and clerical practices and procedures.
- General knowledge of school functions, operations and regulations.
- Office methods and practices, procedures and the use of standard office equipment.
- Business letter writing and the standard format for reports and correspondence.
- Systems, procedures and software used for updating and maintaining a variety of records using a computer.

- Word processing methods, techniques and programs.
- Correct English usage, spelling, grammar, punctuation and vocabulary.
- Business mathematics.

ABILITY TO:

- Understand and communicate the role, services and functions of the school program.
- Learn, interpret, and communicate department rules, regulations, and policies.
- Plan, organize, and carry out work assignments independently.
- Analyze data and make decisions on procedural matters without immediate supervision.
- Communicate effectively both orally and in writing.
- File alphabetically, numerically and chronologically.
- Compile and tabulate data, and prepare reports and other materials.
- Deal effectively with a variety of personalities in situations requiring diplomacy, poise and firmness.
- Make arithmetical calculations using a calculator.
- Operate standard business machines including a computer and business software.
- Accurately typing/word processing at a rate of 50 WPM.
- Establish and maintain effective relationships with those contacted in the course of work.
- Interpret and apply relevant laws, rules, policies and other guidelines associated with assigned functional area.
- To remain calm and patient in stressful situations.
- Identify workplace hazards and/or unsafe conditions and take appropriate action to correct same.
- Meet schedules and time lines.
- Observe health and safety regulations.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.

PHYSICAL DEMANDS:

- Vision sufficient to read hand-written and fine printed materials.
- Hearing sufficient to hear conversation in person and on the telephone.
- Speech sufficient to speak in an understandable voice.
- Manual dexterity and coordination sufficient to operate a computer keyboard, copier and related office equipment.
- Mobility to move from desk to cabinets and files within a department.
- Physical stamina to stand, reach, lift, kneel, squat, bend and grasp in order to file and retrieve materials.
- Physical stamina to sit for extended periods of time.

LICENSE/OTHER REQUIREMENTS (PRIOR TO EMPLOYMENT):

- Must have a valid CA Driver's License.
- Must successfully pass the District's pre-employment Department of Justice fingerprint clearance.
- Must successfully pass the District's pre-employment tuberculosis testing.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

Equal Opportunity Employer Statement

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.