

## Job Description

<b>Position Title</b>	<b>Counselor's Secretary</b>		
<b>Building</b>	High School	<b>Department</b>	School Office
<b>Hours</b>	40 per weeks – number of weeks varies	<b>Supervisor</b>	Principal and Counselor
<b>Band and Grade</b>	B-23	<b>Tools and Equipment</b>	Computer, applicable software, calculator, phone, copy machine

<b>Primary Function</b>	Under supervision, performs routine administrative support duties such as performing data entry for mailing lists and student records, typing correspondence, assisting in school and program registration, and answering routine questions. Performs data entry of student demographics (MARSS) into automated program, enters new students, drops students when they leave, and prepares data for submission to the state.
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<b>Essential Duties</b>	
<b>1</b>	Types various memos, letters and forms such as inter-office memos, correspondence, handouts, attendance reports, class lists, and meeting notices.
<b>2</b>	Performs data entry into automated programs including information such as mailing lists, student enrollments and withdrawals, student demographics (MARSS), student attendance, student progress reports, student midterm reports, student transcripts and student honor roll. Generates lists, reports, schedules, and other documentation for reporting or mailing purposes and reviews for accuracy. Continually updates MARSS information.
<b>3</b>	Answers phones and assists walk-ins by providing information regarding classes and programs, scheduling appointments, and giving referrals.
<b>4</b>	Performs various office duties including making photocopies and maintaining files.
<b>5</b>	Prepares letters and newsletters for parent-teacher conferences, including scheduling conferences and assisting in setting-up for conferences.
<b>6</b>	Assists in the registration process for classes and testing including assisting in filling out forms, directing to counselors and classes, and providing information on classes offered.
<b>7</b>	Fulfills transcript requests.
<b>8</b>	Verifies graduation requests.
<b>9</b>	Enrolls new students and transfers in credits from previous district.
<b>10</b>	Sets up Plato Credit Recovery for students.
<b>11</b>	Assists with testing material.
<b>12</b>	Submits STARS reporting.

<b>13</b>	Submits Carl Perkins reporting.
<b>14</b>	Submits MCCC reporting.
<b>15</b>	Submits SERVS reporting.
<b>16</b>	Updates registration guide and forms.
<b>17</b>	Organizes senior scholarships for banquet; works with organizations and families that donate.
<b>18</b>	Works at conferences.
<b>19</b>	Assists with ITV courses.
<b>20</b>	Schedules college representative visits.
<b>21</b>	Assists homebound instructors.
<b>22</b>	Performs other duties of a similar nature and/or level.

<b>Minimum Qualifications</b>	High school diploma or equivalent (G.E.D.) and one or more years of secretarial experience, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
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<b>Knowledge Required</b>	<ul style="list-style-type: none"> <li>• Knowledge of office principles and procedures.</li> <li>• Knowledge of filing procedures and file maintenance.</li> <li>• Knowledge of business English, punctuation, grammar and spelling.</li> <li>• Knowledge of basic mathematical computations.</li> <li>• Knowledge of computers and related software applications.</li> <li>• Knowledge of general office equipment.</li> <li>• Knowledge of program procedures and services as related to area of assignment.</li> </ul>
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<b>Skills Required</b>	<ul style="list-style-type: none"> <li>• Skill in applying office principles and procedures.</li> <li>• Skill in using computers and related software applications.</li> <li>• Skill in using general office equipment.</li> <li>• Skill in communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.</li> </ul>
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<b>Physical Activities/ Requirements</b>	<p>Reaching, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions.</p> <p>Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</p>
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