



HIGHLAND PARK ISD

Office of Human Resources

Job Title: Admin Assistant – Counselor

Exemption Status/Test: Nonexempt

Reports to: Principal/Counselor

Pay Grade/Days: AS 3 215 days

Dept./School: Assigned Campus

Date Revised: June 2021

PRIMARY PURPOSE:

Under moderate supervision provide routine clerical support for the efficient operation of the school counseling office and professional staff. Maintain current and accurate confidential student records.

QUALIFICATIONS:

Education/Certification:

High school diploma or GED

Knowledge/Skills/Abilities:

Knowledge of general office procedures;
Proficient keyboarding and file maintenance skills;
Ability to use software to develop spreadsheets, databases, student management system, and word processing;
Ability to follow verbal and written instructions;
Ability to perform a variety of tasks often changing assignments on short notice with some direction Effective organizational, communication, and interpersonal skills.

Experience:

Minimum 2 years clerical experience

MAJOR RESPONSIBILITIES AND DUTIES:

Records, Reports, and Correspondence

1. Provide general clerical support including word processing, data entry, filing, and file maintenance.
2. Compile, maintain, and file all reports, records, and other documents as required.
3. Assist campus with the planning and preparation of campus counseling events.
4. Assist campus with collaboration and correspondence with Dallas Community College to coordinate dual credit programs.

Reception and Phones

5. Receive incoming calls, take reliable messages, and route to appropriate staff.
6. Assist counselor(s) with scheduling of meetings and appointments.

Other

7. Receive, distribute, and ensure security and confidentiality of records.
8. Maintain college information library and help students, parents, and teachers find information about testing, scholarships, and college materials.
9. Maintains confidentiality.



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10. Follow district safety protocols and emergency procedures.
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12. Performs other duties as assigned.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

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

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

Employee Name (printed): _____

Employee Signature: _____ Date: _____