

PENINSULA SCHOOL DISTRICT
Job Description

COUNSELING SECRETARY

JOB SUMMARY:

This position provides secretarial support to the counselors, registers students, and acts as the school's computer specialist. Responsibilities include typing correspondence and maintaining records for the school counselors, entering information into the computer system for scheduling and grading, and providing technical assistance to users of the school's computer system.

DUTIES AND RESPONSIBILITIES:

1. Answers the telephone and greets visitors to the counseling office; schedules parent conferences, testing sessions and other meetings; relays information to counselors. Sends for students as requested by counselors and excuses student absences for appointments in the counseling office.
2. Formats and types correspondence, memoranda, forms and reports for counselors. Maintains confidential counseling files; researches files to provide information for counselors as requested.
3. Collects and organizes progress reports; orders progress reports as requested by teachers, counselors and parents.
4. Maintains files of pre-college tests taken by students; distributes data to counselors; collects college applications from seniors and records test scores; forwards data to counselors; mails applications. Sends transcripts to colleges as requested by former students.
5. Schedules appointments and organizes correspondence for school psychologist; provides secretarial assistance to drug assessment counselor. Sets up assessment meetings for Olympic Counseling Service.
6. Assists principal and counselors in development of a master schedule; inputs information into computer. Scans student course selections and makes necessary changes; generates scheduling materials. Maintains accurate reports and class counts for use in scheduling; prints related reports as requested. Distributes schedules to offices and staff; maintains accurate class lists for teachers.
7. Records schedule changes throughout the year; forwards copies of schedule change information to staff. Prepares ethnic, dropout and other reports as requested.
8. Prepares grading forms and instructions; distributes materials and instructions to teachers. Inputs grade data by using a scanner; makes necessary changes. Prints and distributes report cards; prints and files transcripts. Notifies counselors of students with incomplete or failing grades. Ranks students according to grade point average; runs honor roll listings.
9. Collects and records grade changes throughout the year; updates transcript information.

10. Enrolls new students and creates student data files; requests immunization forms and other school or health information. Obtains records from student's previous school; evaluates transcripts to credit student's previous course work.
11. Withdraws students and prepares required forms; collects withdrawal grades from teachers; updates student cumulative files. Forwards records of withdrawn students to other schools; insures that state and district regulations are followed. Verifies requests for information relating to students and student files before forwarding information to other sources.
12. Oversees operation of school's computer network system. Orders supplies such as papers, ribbons, forms and diskettes. Troubleshoots minor equipment problems; calls for outside repair as necessary. Provides assistance to new users; maintains system security.
13. Inputs information into computer to update student records such as demographic data, schedule changes and health records; forwards copies of information to various school offices.
14. Provides clerical assistance for graduation; types programs; assists in distributing caps, gowns, and announcements. Submits orders and verifies student names for diplomas. Coordinates assistance at graduation by volunteers.
15. Performs related duties as assigned.

REPORTING RELATIONSHIPS:

Reports to Principal; responsible to high school counseling staff.

WORKING CONDITIONS:

Office environment; experiences frequent interruptions; requires visual concentration on detail, dexterity and precision.

AFFILIATION: PSE-Clerical

FLSA: Covered

MINIMUM QUALIFICATIONS:

Education and Experience

High school graduation or equivalent with training in secretarial procedures and three years of increasingly responsible secretarial experience, including greeting the public, maintaining detailed records and working with computer software. Experience in a school district strongly preferred.

Allowable Substitution

Advanced technical training in secretarial or data processing procedures may substitute on a month-for-month basis for up to one year of the required experience.

Knowledge, Skills and Abilities

- Knowledge of secretarial practices and procedures.
- Knowledge of correct grammar, spelling and English usage.
- Keyboarding skill at 60 words per minute.
- Skill in operating a variety of office machines.
- Excellent written and oral communication skills.
- Ability to operate word processing equipment.
- Ability to operate a micro-computer and learn various software programs.
- Ability to learn the operation of a school district computer system.
- Ability to provide technical assistance to computer users after training.
- Ability to set up and maintain an accurate filing system.
- Ability to attend to detail and follow through to completion.
- Ability to organize and set priorities.
- Ability to work under pressure with multiple interruptions and be flexible.
- Ability to work independently with minimal supervision.
- Ability to maintain strict confidentiality.
- Ability to deal with upset or angry students.
- Ability to establish and maintain effective relationships with students, parents, and staff.

Licenses/Special Requirements

None.