



<b>JOB TITLE</b>	Secretary- High School Counselor Department
<b>REPORTS TO</b>	Building Principal
<b>SALARY SCHEDULE/GRADE</b>	Classified
<b>CONTRACTED DAYS AND/OR HOURS</b>	200 days
<b>JOB CLASS CODE</b>	7776
<b>POSITION CLASSIFICATION</b>	Classified
<b>DATE APPROVED</b>	May 27, 2025

### QUALIFICATIONS

As Established by the board of Education

### POSITION SUMMARY

To assure smooth and efficient operation of the high school guidance office so that the office's maximum positive impact on the education of the children can be realized.

### PERFORMANCE RESPONSIBILITIES

Acts as a receptionist in the school counselor office.

Types all correspondence for counselors, as well as letters of recommendations per teacher's requests, files, answers calls, and delivers messages.

Assists college representatives and parents while processing all incoming career education materials, assisting students with the use of said materials and maintains a file on all materials.

Serve as the Senior Sponsor.

Oversees use of Parchment program and processes all electronic requests for transcripts.

Assists in testing during school hours and when requested.

Assists school secretary in requesting school records of new students and in sending school records on students who transfer to/from the system.

Completes and maintains KEES reports at end of each school year

Assists in attending to the senior class by filling out senior Lack Cards, processing a weekly senior newsletter with scholarship and other information pertaining to seniors, and processing all paperwork on college admission for students, mid-year reports and end-of-year transcripts.

Schedules appointments for college representatives to visit the school, as well as parent/teacher conferences.

Coordinates Lions, Rotary, and Optimist Club student guests, as well as serves as the liaison between the Counselor Office and Community involvement in scholarship programs.

Performs other duties as assigned by the Counselors and/or Assistant Principal(s), and Principal

<b>KNOWLEDGE AND ABILITIES</b>
Record keeping.
Operation of computer and other technology.
Verbal and written communication skills.
Laws, rules and statutory regulations related to assigned activities.
Policies and objectives of assigned program and activities.
Prioritize and schedule work.
Determine appropriate action within clearly defined guidelines.
Meet schedules and timelines.

<b>PHYSICAL DEMANDS</b>				
	<b>SELDOM/RARE</b>	<b>OCCASIONAL (UP TO 1/3 OF WORK DAY)</b>	<b>FREQUENT (1/3 TO 2/3 OF WORK DAY)</b>	<b>FREQUENT (2/3 OF WORK DAY)</b>
Standing/Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Handle/Feel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach/Push/Pull	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop/Crouch	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb/Balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift/Carry (check weight and frequency)				
Up to 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 20 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>