

HIGH SCHOOL COUNSELING SECRETARY



Reports to: Building Administrator
Salary Schedule: Schedule B
FLSA Status: Hourly

Bargaining Unit: Wenatchee Assoc. of PSE
EEO Class: Level 6
Revised Date: March 2019

SUMMARY:

Provide secretarial/clerical support services for the High School Counseling Office and Dean's Den, including telephones and reception. Schedule appointments for Counselors and Deans; work with Registrar as needed. Coordinate counseling events; run reports and maintain databases; assist Office Manager as needed. Communicate information to students, parents, staff, and/or other districts as directed.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Process various student forms.
- Prepare letters and documents for Counselors and Deans.
- Organize parent/teacher conferences and other parent/student events.
- Prepare packets and assist counselors with student scheduling process.
- Update and maintain Course catalog
- Update and maintain Counseling web page.
- Communicate with parents/students, including Remind text messages and School Messenger automated calls.
- Coordinate with social service agencies for student support needs.
- Refer students to internal support services.
- Track non-credit graduation requirement and compile reports for Counselors and Deans.
- Prepare various student data reports.
- Answer telephone and direct calls as needed.
- Greet and assist visitors as needed.
- Other duties as assigned.

EDUCATION AND EXPERIENCE:

- High school graduate or equivalent required.
- Secretarial/clerical experience of at least two years preferred.
- Ability to work with people of diverse backgrounds.

- Excellent telephone and computer/data entry skills, with the ability to type 50 wpm.
- Valid First Aid/CPR card or ability to obtain.
- Attendance and punctuality are important in this position.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Teamwork - Exhibits objectivity and openness to others views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Conserves organizational resources.

Computer Skills – To perform this job successfully, an individual should have strong knowledge of computer operating systems.

Customer Service – Maintains professional demeanor when dealing with difficult or emotional situations; Responds promptly to staff, student and public needs; Solicits feedback to improve service; Responds to requests for service and assistance;

Mathematical Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Interpersonal Skills - Keeps emotions under control; Remains open to others' ideas and tries new things. Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

Oral and Written Communication - Listens and gets clarification; Responds well to questions; Participates in meetings; Read and comprehend written and verbal instructions. Writes clearly and informatively.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

Attendance/Punctuality - Is consistently at work and on time; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions. Meets commitments, Follows policies and procedures.

Working Conditions and Physical Demands:

The environmental factors described here are representative of those that may be present in the work place while the employee performs the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, grasp or feel; reach with hands and arms; push and pull, and talk, hear and smell. The employee is occasionally required to stoop, kneel, or crouch. Employee in this position may encounter prolonged sitting and/or standing. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus. Employee in this position may encounter prolonged sitting.

This position may require working with a diverse group of individuals. This position may require working with students of all ages as well as parents and staff. Employees in this position may encounter stressful situation where a professional attitude will be required. Multi-tasking is essential as deadlines and frequent interruptions are common.