

JOB DESCRIPTION

DEPARTMENT: HIGH SCHOOL

JOB TITLE: HIGH SCHOOL COUNSELOR SECRETARY
(Class II; 10 month)

REQUIREMENTS:

- A. Education Level:** High school diploma
- B. Experience Desired:** None
- C. Physical Requirements:** Constant hand-eye/mind-eye coordination, hearing; intermittent keyboarding, use of wrists, hands, fingers, speaking, typing and writing. Frequent filing, sitting, standing and walking.
- D. Other Requirements:** Demonstrated competency on a computer with the ability to do word processing, spread sheets and use a data base. Strong verbal and written communication skills. Demonstrated ability to get along with others.

REPORTS TO: High School Principal

RECEIVES GUIDANCE FROM: Counselors and Assistant Principal

ESSENTIAL FUNCTIONS AND DUTIES:

1. Answers phone, takes messages, and schedules appointments for counselors.
2. Assists students in locating information.
3. Copies and distributes scholarship forms.
4. Schedules post high school recruiters and schedules appointments for students.
5. Prepares correspondence for counselors.
6. Prepares and mails information to students regarding financial assistance.
7. Processes records for new students and schedules meetings with counselor.
8. Assists with registration by sorting and alphabetizing forms.
9. Types purchase orders for publications.
10. Assists the counselors with credit reviews.
11. Maintains files for counselors as requested.
12. Prepares seating charts for assemblies.
13. Successfully completes First Aid, CPR, and SD Board of Nursing approved Medication Administration training and certification.
14. Provides care/first aid for students with injury and/or illness. Care could be emergent or non-emergent in nature.
15. Completes district accident reports.

- 16. Provides care for students with chronic health conditions, in accordance with student's care plan as delegated by the school nurse. Care could be emergent or non-emergent in nature.
- 17. Obtains authorization, logs, and dispenses medication to students, as delegated by the school nurse.
- 18. Processes student immunizations in accordance with SD state law and district procedures.
- 19. Prepares newsletter and counselor letter.

WORKING CONDITIONS:

A. Inside Outside Both
 XXX

B. Climatic Environment:

Climate controlled environment with some temperature variations.
 Typically, work is conducted in a comfortable environment.

C. Hazards:

Exposure to communicable diseases.

I have read and understand this job description and can fulfill the essential functions as listed.

Signature

Date

Print Name

HsCounsl