

JOB DESCRIPTION

DEPARTMENT: MIDDLE SCHOOL

JOB TITLE: COUNSELOR SECRETARY
(Class III; 10 month)

REQUIREMENTS:

- A. Education Level:** High school diploma or G.E.D.
- B. Experience Desired:** One to three years' experience in similar positions.
- 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:** Ability to communicate effectively with and relate well to others; must be computer literate; knowledgeable and proficient in accounting and record keeping; must be knowledgeable in administering first aid.

REPORTS TO: Principal of Middle School

RECEIVES GUIDANCE FROM: Building counselor

ESSENTIAL FUNCTIONS AND DUTIES:

1. Serves as receptionist for the counseling office.
2. Types correspondence and reports.
3. Register, schedule, assign lockers and request records for new students.
4. Maintains counselor's files, daily calendar and appointments.
5. Enters data into computer.
6. Organizes test materials.
7. Organizes midterm reports.
8. Assists with grade OMRs.
9. Maintains and updates enrollment information.
10. Maintain and purge student files.
11. Assist parents and students with Parent view questions and passwords.
12. Assist with Mentoring program.
13. Complete proper procedures for transfer of students out of the building.
14. Successfully completes First Aid, CPR, and SD Board of Nursing approved Medication Administration training and certification.
15. Provides care/first aid for students with injury and/or illness. Care could be emergent or non-emergent in nature.
16. Completes district accident reports.

