



JOB DESCRIPTION

JOB TITLE: Counseling Secretary-High School

JOB SUMMARY: The primary responsibility of the counseling secretary is to provide clerical support for counseling office functions and support counselors in all aspects of their work, including student-scheduling procedures

ESSENTIAL JOB REQUIREMENTS – QUALIFICATIONS:

- Experience required: Prior job related experience with increasing responsibility
- Education Required: High School Diploma or equivalent
- Licenses, Certifications, Bonding, and/or Testing Required: Criminal Justice Fingerprint Clearance; Current First Aid/CPR Certificate

SKILLS, KNOWLEDGE AND/OR ABILITIES REQUIRED:

- Skills to operate standard office equipment including use of basic computer applications
- Ability to use English in both written and verbal form using correct spelling, grammar and punctuation
- Administer first aid
- Knowledge of rules and regulations related to assigned school, basic budgeting, financial and statistical record keeping, and use of standard office equipment
- Abilities to sit for prolonged periods, work independently, and understand and carry out oral and written instructions
- Ability to interact with persons of different age groups and cultural backgrounds
- Ability to maintain confidentiality pertaining to personal information about employees, student and parents
- Significant physical abilities include reading/handling/fingering, talking/hearing conversation, near visual acuity/visual accommodation

ESSENTIAL JOB FUNCTIONS:

- Forecasting includes; preparing course planning guide, creating forecast sheets, corresponding with middle schools, assist with inputting of forecast sheets, keeping records of unforecasted and incomplete schedules and communicating with counselors regarding these students, etc.
- Assist with enrollment of new students during heavy enrollment times
- Maintains and orders all student cumulative records including; orders records, log in records received, maintain log books for all new enrollments, organize and prepare files to send to new school or for archive
- Make appointments for counselors
- Coordinate Counseling Office calendar
- Provide clerical assistance and organization of graduation in conjunction with assigned Assistant Principal. This will include the management of any late graduates diplomas, etc.
- High School Completers State report submission
- Arrange and oversee tutoring for students who qualify (ill, pregnant, and/or injured students)

- Monitor student address changes, affidavits, non-residents (inter-district transfers) and in-district transfers (GHS to SBHS, etc). This will include the input of verification forms from mail in registration.
- Preparation of counseling related mailings
- Preparation of Senior & Junior Newsletters
- Assist counselors with special recognition, faculty recognition letters, senior awards, scholarships, letters and awards
- Format and produce forms and other documents as designated by counselors
- Assist ordering supplies and maintain equipment for counseling office
- Oversee and manage student aides (grading, attendance, training, etc.)
- Provide clerical assistance to counselors as needed
- Assist the Registrar when necessary
- Prompt and regular attendance

OTHER JOB FUNCTIONS:

- Shared duties in the Counseling Office include:
 - ❖ Assist students, staff, and community
 - ❖ Maintain files/filing
 - ❖ Assist Administrators when necessary
 - ❖ Participate in eSIS training opportunities as appropriate
- Assists with the transportation needs of students, including walking them to and from the bus, supervision of students on the way to and from the bus, supervision of loading and unloading of busses, arranging for the transportation needs of students.

***Applications must be submitted to TalentEd Recruit and Hire by the closing date in order to be considered for the position. All employees hired by the District into a position not requiring licensure must be fingerprinted and have a criminal history check completed. The cost is \$71.50 and is the responsibility of the employee. This employment is considered probationary pending return of the criminal records check from the FBI and Oregon State Police through the Oregon Department of Education.**

Gresham-Barlow School District recognizes the diversity and worth of all individuals and groups. It is the policy of this district and the board of education that there will be no discrimination or harassment of individuals or groups in any education programs, activities or employment. Gresham-Barlow provides equal access to individuals with disabilities.

I hereby confirm my receipt and understanding of this job description and attest to my ability to perform the functions of the position as assigned.

Employee Signature

Date

Supervisor Signature

Date