



## **Flour Bluff Independent School District Job Description**

**JOB TITLE:** Counselor's Aide

**WAGE/HOUR STATUS:** Nonexempt

**NUMBER OF DAYS:** 196

**REPORTS TO:** Primary/Elementary Counselors & Principal

**DATE REVISED:** 12/05

### **PRIMARY PURPOSE:**

- The role of the Counselor's Aide is to perform clerical duties and technical assistance which facilitate an effective learning climate for all students; daily routines shall become a means to achieving high expectations for all students.

### **QUALIFICATIONS:**

- High School Diploma or G.E.D.
- Certification as per Texas Education Agency
- General clerical skills, data entry, record keeping

### **MAJOR RESPONSIBILITIES AND DUTIES:**

1. Demonstrates proficiency in the performance of duties requiring clerical skills that allows the counselor's office to operate smoothly and service to continue to facilitate learning.
2. The aide assists the counselors in the effective use of office time scheduling appointments, report deadlines and/or calendar of events to meet priorities for instructional activities and monitoring in a timely routine.

3. The aide is courteous, friendly and generally efficient in serving students, parents, staff and campus guests. Incoming and outgoing calls are handled in the approved manner and documented appropriately.
4. The aide assists in gathering data for records and reports as is needed by the counseling staff.
5. The aide provides technical assistance on paperwork.
6. The aide follows a routine for system support on clerical tasks to facilitate more time for counselors to meet counseling priorities.
7. Will perform other job-related duties as assigned by the counselor(s).
8. Displays cooperativeness in working with fellow staff members in performing assigned duties.
9. Exhibits punctuality and dependability in performing assigned duties.
10. Assists in supervising and maintaining confidentiality regarding student records, attendance and grades.
11. Adheres to proper channels when communicating ideas, problems, etc.

### **Mental Demands/Physical Demands/Environmental Factors:**

#### **Tools/Equipment Used:**

Standard office equipment including personal computer and peripherals

#### **Posture:**

Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

#### **Motion:**

Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

#### **Lifting:**

Occasional light lifting and carrying (less than 15 pounds)

#### **Environment:**

May work prolonged or irregular hours

#### **Mental Demands:**

Work with frequent interruptions; maintain emotional control under stress

**The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.**