



Flour Bluff Independent School District Job Description

JOB TITLE: Counselor's Secretary

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 201

REPORTS TO: Principal

DATE REVISED: 12/06

PRIMARY PURPOSE:

- The role of the Counselor's Secretary is to perform secretarial 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 secretarial skills that allows the guidance office to operate smoothly and service to continue to facilitate learning.
2. The secretary inventories supplies and equipment and initiates requisitions for needs in accordance with the district-wide purchasing procedure for the guidance office within the supervision of the counselor(s).
3. The secretary uses and distributes supplies in a cost-efficient manner.

4. The secretary 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.
5. The secretary 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.
6. The secretary assists in gathering data for records and reports as is needed by the counseling staff.
7. The secretary provides technical assistance on paperwork, e.g., letters of recommendation, scholarship materials, campus bulletins, and verification lists for scheduling and master student lists.
8. The secretary initiates a routine for system support on clerical tasks to facilitate more time for counselors to meet academic guidance priorities.
9. Will perform other job-related duties as assigned by the counselor(s).
10. Displays cooperativeness in working with fellow staff members in performing assigned duties.
11. Exhibits punctuality and dependability in performing assigned duties.
12. Assists in supervising and maintaining confidentiality regarding student records, attendance and grades.
13. 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.