

POSITION DESCRIPTION

TITLE:	Counselor Administrative Assistant	SUPERVISOR:	High School Principal
DEPARTMENT:	Administrative Assistants	CLASSIFICATION:	Support Staff

I. **Accountability Objectives:**

Under administrative direction, performs responsible office work involving independent judgment and initiative; provides support to the high school and middle school guidance counselors; performs related work as required.

II. **Position Characteristics:**

Salary: Per Employee Handbook Wage Schedule

Length of Contract: 200 Days / 4 hours per day (.5 FTE)

III. **Position Relationships:**

Reports to: Building Principal

Coordinates with: Building principal; guidance counselors; building staff; students

IV. **Position Qualifications:**

A. Desired Experience and training:

Graduation from high school supplemented by advanced secretarial training; recent responsible secretarial experience; computer/word processing experience and/or training; knowledge of office machines; experience in public relations and communications.

B. Special requirements of the position:

1. Ability to operate computer and a variety of office machines, and a knowledge of modern office methods.
2. Ability to understand and carry out oral and written instructions.
3. Ability to maintain confidentiality of information about students, parents, staff.
4. Ability to establish and maintain good public relations.
5. Ability to relate to children and their personal needs.
6. Knowledge of business English, spelling, and composition.
7. Ability to communicate and relate effectively with district staff, students, parents, and public.
8. Ability to maintain accurate and complete records, and to prepare clear and detailed reports.
9. Ability to organize and complete projects in a timely manner.

V. **Position Responsibilities:**

- A. General duties of: answering the phone, filing, typing, working with staff, students and parents, assist with registration
- B. Assist guidance counselors with: reports cards (MS/HS), ACP Portfolio (MS/HS), registration (MS/HS), high school course book creation, scholarships, graduation and testing (MS/HS).
- C. Other duties in the absence of school administrative assistant
- D. Other duties as assigned