



# Job Description

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<b>Job Title:</b>	<b>Secretary I – Counseling/Records Secretary</b>	<b>FLSA Status:</b>	Non-Exempt
		<b>Department:</b>	Education-Middle School
<b>Schedule:</b>	8 hrs per day, 10 months per year, About 219 days per year	<b>Reports To:</b>	Principal/Assistant Principal
<b>Classification:</b>	Class 11		

## SUMMARY

To perform secretarial, clerical tasks required by the counseling office and other tasks as assigned.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

This description covers the most significant essential and auxiliary duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

1. Counseling Secretary
    - 1.1. Schedule student appointments to meet with counselors. Screen student walk-ins and either schedule appointments or refer to the appropriate staff member for further action.
    - 1.2. Deliver appointment slips to teachers' boxes.
    - 1.3. Receive telephone calls to counselor's office. Refer to appropriate person.
    - 1.4. Oversee students waiting for appointments. Involves controlling disciplinary or emotional students.
    - 1.5. Enroll new students. Obtain necessary information including DOB, place of birth, verify student and parent address, identify sending school. Assist in completing lunch application, forecast information and registration form.
    - 1.6. Determine if there is a language other than English spoken in the home. Schedule for ESL testing as appropriate.
    - 1.7. Process and maintain all lunch applications for School Lunch Program. Inform parents of student status and changes in eligibility.
    - 1.8. Maintain and monitor Mealtime records and student accounts.
    - 1.9. Account for and verify daily Mealtime activity.
    - 1.10. Assist with customers at front counter as needed.
  2. Records Clerk
    - 2.1. Request new student records and information from new student's previous school(s). Investigate further for IEP or other special situations that may need to be discussed with an administrator or counselor.
    - 2.2. Send student records on former students who have enrolled in new school.
    - 2.3. Revise and create office forms for counseling activities.
    - 2.4. Organize and distribute progress report and report card instructions and materials for mailing home.
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- 2.5. Assist in forecasting student classes for the following year.
  - 2.6. Prepare and maintain students' records, information, and awards for the end of year Awards Assembly.
3. Perform other duties, as assigned.

## **SUPERVISORY RESPONSIBILITIES**

This position does not have any supervisory responsibilities.

## **QUALIFICATIONS**

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

High School diploma/GED/equivalent; 1-2 years of experience is required.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Understanding of basic bookkeeping principles necessary to maintain records and filing systems including alphabetical, numerical and chronological is strongly preferred.

If multi-lingual or bi-lingual, must be willing and ready to utilize skills when working with staff, students, community members and/or guardians.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest and percentages. Ability to apply concepts of basic algebra and geometry.

## **COMPUTER SKILLS**

Job requires specialized computer skills. Must be adept at using various applications including database, spreadsheet, report writing, project management, graphics, word processing, presentation creation/editing, communicate by e-mail and use scheduling software.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

This position does not require any certificates, licenses, or registrations.

## **WORK ENVIRONMENT**

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The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This level has a work environment with only occasional (20-40%) hazards or obstacles. There is a moderately low level of personal risk encountered while performing assigned work. Job conditions are occasionally uncomfortable relative to noise, temperature, inside/outside work, dirty conditions, or interactions with angry or hostile individuals, exposure to contagious disease, etc. Positions with some responsibility for driving are to be placed at least at this level.

## **PHYSICAL DEMANDS**

Positions at this level require some (20-40%) physical efforts or manual labor such as lifting, carrying or constant movement. Positions with regular responsibility for driving are to be placed at least at this level. The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl.

## **MENTAL DEMANDS**

Positions at this level require regularly (40-60%) adaptive and flexible responses due to changing priorities, need to juggle timeframes, and need to meet fluctuating deadlines. Interruptions to normal schedules occur and response to new situations is needed regularly. Contacts with others can frequently include difficult or disagreeable people.

## **PAY EQUITY SCOPE**

The position has regular communication inside and outside the organization to exchange ideas and gather information with some responsibility for creation, development or design of new product, program, methods, system, procedures, or policies. The requirement to create new ideas, and refine concepts is considered an on-going job responsibility. Positions assigned occasionally special creative projects are also to be rated at this level. Positions at this level have minimal impact and, expense or budgetary outcomes. Dollar amounts influenced would be considered small. Responsibility for the prudent use of assets does not extend beyond own work responsibilities. Positions at this level have a minimal need or ability to analyze problem or concepts or make decisions on the information. Position has minimal influence on organization operations, programs. Ability to influence treatment outcomes is minimal. The ability to influence overall agency image is minimal. While "customer" contact is a part of the position, supervisory action would prevent or correct most issues. Positions at this level are expected to handle regularly assigned work which includes making decisions and acting under limited supervision. New or unusual work is performed with a moderate degree of supervision, assistance, and review. Situations periodically call for the exercise of limited discretion, latitude, or negotiation within loosely established guidelines for decision-making, however, assistance or resources are readily available. Positions at this level have some must consider own work and work of others. Planning processes will include determination of issues or obstacles and preferred courses of action. Ability to forecast for the near future is required of positions at this level. Planning responsibility may also include identification of activities/solutions in concert with others.

## **ADDITIONAL REQUIREMENTS**

Post-job offer a criminal background check will be required.

*The David Douglas School District is a diverse community that provides equal opportunity in employment, activities, and its programs. It is the policy of the David Douglas School District the grounds of race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, genetic information or any other status protected under applicable federal, state or local laws.*

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*The school district also prohibits retaliation against an individual for engaging in activity protected under this policy and interfering with rights or privileges granted under anti-discrimination laws.*

*Persons having questions about equal opportunity and nondiscrimination should contact the Director of Human Resources for David Douglas School District.*

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