



David Douglas School District #40 Classified - Job Description

Job Title:	Secretary II – Counseling Secretary	Department:	Education – High School
Schedule:	8 hrs per day, 10 months per year, About 219 days per year	Reports To:	Office Manager
Classification:	Class 12	Prepared By:	HRA/DDSD HR
		Prepared Date:	June 2020
FLSA Status:	Non-Exempt	Approved By:	HR
		Approved Date:	April 29, 2021

SUMMARY

To perform secretarial, clerical and data entry tasks required by the counseling office and other tasks assigned by the Office Manager.

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. Assist Counselors with Administrative Duties
 - 1.1. Admit/Register students through the Synergy computer system.
 - 1.2. Screen, review & request all supporting documents to determine eligibility for enrollment or determine if it needs to be reviewed and discussed with our Assistant Principal for students that will be enrolled in “outside placement”.
 - 1.3. Answer office phones, schedule & coordinate meetings for 8 counselors, including walk-in appointments.
 - 1.4. Manage our student office assistants, including tracking attendance.
 - 1.5. Track SPED & ESL student enrollments.
 - 1.6. Take photos of new incoming students and make ID Cards.
 - 1.7. Assisting with coordinating appointment scheduling for DHS, Trillium, TRIO, Upward Bound, College Possible, and misc. outside agencies.
 - 1.8. Assist counselors in coordinating requests for homework for absent students.
 - 1.9. Assist counselors and teachers in orders for “At-Risk” students from Celtic Heart clothing/supply closet.
 - 1.10. Assist with processing and file counselor referrals to programs (McKinney Vento, Pregnant/Parenting, etc)
 - 1.11. Run reports, process data, and prepare materials as directed by counselors and administrators.
 - 1.12. Assist with managing the district radio.
 - 1.13. Manage the laptops for on-line registration.
 - 1.14. Assist counselors in tracking down records of high school credit earned in middle school.
 - 1.15. Process transcript grade changes by deleting repeated classes, correcting grades for students who started late in the term, and correcting grading errors as directed by administrators and counselors.
 - 1.16. Input all transcript records into course history for new students as evaluated by counselors, ensuring consistency among the counselors.
 - 1.17. Send foreign transcripts to ESL Office for translation and then input transcript records into course history after being translated and evaluated by an administrator.
 - 1.18. Maintain files of evaluated transcripts and transcript changes and provide Registrar with accurate transcripts for test cards.
 - 1.19. Change diploma type to modified/extended/certificate of completion and update course history with modified requirements as directed by counselor or administrator.



David Douglas School District #40 Classified - Job Description

- 1.20. Verify and clean up Credit Recovery, Day Academy, Evening Academy, and Summer School grades.
 - 1.21. Enter all Drivers' Education, language proficiency and Work Experience credits to course history.
 - 1.22. Process Synergy enrollment and track students attending MHCC's Middle College program including entering grades to course history.
 - 1.23. Produce the annual Curriculum Guide, making edits as directed by administrators and counselors.
 - 1.24. Assist counselors and Career Center with event planning including creating certificates for Senior Recognition Night.
2. Assisting Students/Parents/Public
 - 2.1. Maintain a high level of confidentiality regarding student records and student personal situations.
 - 2.2. Respond to questions from parents, students, and staff.
 - 2.3. Manage the flow of students through the counseling office including checking hall passes and assessing crisis level of students seeking counselors.
 - 2.4. Facilitate checking out key cards to locked external buildings and checking them back in including tracking down lost cards.
 - 2.5. Facilitate outside agents who come to meet with students (DHS, Police, Attorneys, Parole Officers, Counselors, etc) including verifying the visitor's authority to access students, calling the student out of class, and admitting them to a private place to speak.
 - 2.6. Help students and parents' access StudentVUE/ParentVUE by printing activation letters, re-activating disabled accounts, and generally troubleshooting issues.
 - 2.7. Receive and track incoming student grade transfers.
 - 2.8. Monitor the student forms, documents, and flyers in the counseling office.
 3. Registering New Students
 - 3.1. Assist with high school registrations through collecting necessary paperwork from family, requesting records from previous school, and scheduling testing for incoming ESL students.
 - 3.2. Assist with welcoming new students throughout the year, including providing necessary information, arranging tours, and creating student ID cards.
 - 3.3. Assist with data entry into Synergy of all information regarding new students including alerts to District Office or MESD as requested for Migrant Ed and Indian Tribe Programs.
 - 3.4. Assist Registrar's Office with updating personal information throughout the year.
 4. 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.



David Douglas School District #40 Classified - Job Description

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

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 minimal (>20%) physical effort such as light lifting, carrying or movement, etc. Physical capability involves use of office or equipment where some agility and hand eye coordination are needed. 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.



David Douglas School District #40 Classified - Job Description

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 minimal planning responsibility and must be able to foresee issues associated with own work and identify future needs for supplies, equipment, resources which would stall operations or activities.

ADDITIONAL REQUIREMENTS

Post-job offer 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.

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.