

## **COUNSELING CLERK**

CL:10

### **DEFINITION**

This is a secretarial position directly responsible to the school principal. The Counseling Secretary provides general services that support the assistant principal and the school's counseling program.

### **DUTIES**

Composes written letters, reports, memos to parents, staff and students as directed by supervisor; Prepares and maintains student records, i.e., emergency data forms, progress reports, class schedules, grade point averages, etc.; Prepares correspondence, student forms, reports, awards, certificates, honor rolls, test results, etc.; Updates military release information, internet permission, and assists with updates to student demographics on the Student Information System yearly and as needed; Assists counselors in arranging appointments, meetings, Student Study Team meetings; schedule parent/teacher conferences; coordinates Senior and Department awards, Student of the Month awards; create list of current scholarships; scholarship contact information etc.; Assists in preparing test materials; Assists with registration at the beginning of the school year and assists with preparing registration packets; separate student registration forms and distribute in a timely manner; Assist with student locker assignments; Maintains counseling office files; Train and provide work direction and guidance to staff and student aides as assigned by counselors and administration; type and order diplomas; Translate documents and translate for counselors as needed and during parent conferences; Requests homework from teachers as needed; Requests Grade checks; Assists with the filing of student records, i.e. tests, transcripts, report cards, discipline data entry, etc; Operates word & data processing equipment and office machines; Cooperates with school staff in matters relative to office procedures and processes; Maintains confidentiality on all student and staff matters; Provides information and materials authorized by school administrators, counselor, board policy, and state and federal regulations; Performs other related duties as assigned.

## **I.U.S.D. – Counseling Clerk**

### **MINIMUM QUALIFICATIONS**

**KNOWLEDGE:** Basic knowledge of office practices, procedures, and machines.

**ABILITY:** Skill in data processing; Types accurately and neatly at a moderate rate of speed; Use of office machines; Make mathematical calculations and check written and statistical records quickly and accurately; Follow written and oral instructions; Good command of the English language both written and oral; Bilingual preferred.

**EXPERIENCE:** The skills, knowledge and abilities listed above would typically be acquired through two years (24 months within the last 10 years) of full time equivalent, paid secretarial or clerical experience. College level training in secretarial science or business administration may be considered for substitution of the experience requirement on a year-for-year basis.

**EDUCATION:** High school diploma or equivalent.

### **NORMAL TERMS OF SERVICE**

Six hours per work day, ten months per year.

### **IMMEDIATE SUPERVISOR(S)**

School Principal  
School Vice-Principal  
School Counselor

### **REPORTING SUPERVISOR**

School Principal or Head Counselor

### **REVIEWING OFFICER**

School Principal

Approval: 9/08/11