

**Escondido Union High School District
Job Description**

Job Title: Counseling Clerk
Employee Unit: Classified Bargaining Unit
Job Family: Administrative Support and Related Classes
FLSA Status: Nonexempt
Salary Level: 20
Approved By: Governing Board
Approved Date: September 10, 2019

SUMMARY

Under the direction of the site administrator and supervision of the counselors, provides clerical support to the counseling office.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Searches records for clearly defined information; compiles data into readable format to provide information for administrator, classified manager or certificated staff such as counselors or teachers working in non-classroom assignment.

Greet students, teachers, and parents and provides assistance in utilizing the Counseling Center services with registration, intervention meetings, and support services, etc.

Assist in sending and receiving student records, mailing of report cards, completing registration materials and other guidance information and events.

Prepares letters, reports, records, requisitions, facility requests, work orders, and other materials from rough draft or general instructions.

Prepares reports, documents, packages, and routine correspondence such as letters, emails, newsletters, social media, etc. for mailing, posting, and distribution.

Responsible for the accurate maintenance of records and information using and updating software, database, or other record keeping system.

Enters information into computer to prepare correspondence, records, daily bulletins or other documents.

Types, proofreads, completes records and information on a variety of forms, applications, etc.

Sorts, files, prints, and distributes student records including student schedules, master schedules, student records, and other student information utilized in the counseling department.

Prepares counseling information, registration paperwork, and student information for

distribution in person and by mail.

Answers telephone, conveys messages, makes appointments, schedules and prepares for meetings, and runs errands.

Photocopies, collates, sorts, and distributes materials, inter district mail, US mail, and other packages in the office and on campus.

Provides assistance to counseling staff.

QUALIFICATIONS

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 or general education degree (GED); and two years of general clerical experience, preferably in an educational and/or counseling setting. Some college or technical school preferred.

LANGUAGE SKILLS

Ability to read and interpret text. Ability to print and speak complex sentences. Ability to provide information over the phone, in writing, and in person on procedures and guidelines. Ability to fluently speak English/Spanish may be required in some assignments. Bilingual requirement will be compensated two ranges higher (Range 22).

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Verification of minimum Keyboarding or typing skill level of 45 words per minute.

OTHER SKILLS AND ABILITIES

Clerical and Administrative Support positions require a working knowledge of Microsoft computer applications, including Microsoft Word, Excel, Outlook, Calendar, Student Information Systems, Synergy, Parent and Student Vue, etc.

Ability to work without direct supervision and accept responsibility. Ability to function

well in varied assignments, adapt to new situations, work well with a variety of personalities, relate well to students, teachers, staff and public, and maintain cooperative relationships with those contacted in the course of work. Knowledge of modern office practices and appliances. Familiarity with Microsoft Windows software and use of computer and office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must regularly lift and/or move up to 15 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment is in an office setting that is fast paced, with constant interruptions by phone and in person. Occasional work outdoors, in classrooms, and large rooms for presentations and events. The 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. The noise level in the work environment is usually moderate.

COMMENTS

As a representative of the Escondido Union High School District, the individual assigned to this position must present a professional appearance and service oriented behavior, treating students, parents and staff with courtesy, compassion and respect.