

## **Escondido Union High School District Job Description**

**Job Title:** Counseling Secretary  
**Employee Unit:** Classified Bargaining Unit  
**Job Family:** Administrative Support and Related Classes  
**FLSA Status:** Nonexempt  
**Salary Level:** 23  
**Approved By:** Board of Education  
**Approved Date:** 09/10/19

### **NATURE OF WORK**

Under the direction of a site administrator and supervision of the counselors, provide clerical support to the Counseling Office at a comprehensive high school.

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

Enter data for student schedules, master schedules, student records, and other student information in computer terminal.

Assist Registrar in maintaining student files.

Provide transcripts and information to teachers, administrators and parents.

Greet students, teachers and parents and provides assistance in utilizing the Counseling Center services.

Assist registrar with sending and receiving student records.

Assist in mailing of report cards, registration materials and other guidance information.

Train, supervise, direct work of office aides.

Process social service forms.

Take phone messages for counselors.

Schedule appointments with students and parents for counselors.

Order reports and labels from the San Diego County Office of Education.

Receive and distribute County mail.

Order counseling office supplies including materials produced through District Print Shop.

Serve as liaison for counselors between administration, staff, students and parents.

Maintain up to date file for student addresses, phone numbers and schedules.

Keep calendar of visits by college representatives and advertise visits in school bulletin.

May enter schedule changes from counselors.

Assist in the processing of new students.

Provide general clerical assistance to counselors, such as typing of meeting minutes, letters of recommendations to colleges, parent correspondence, etc.

### **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); two years of general clerical experience, preferably in an educational setting.

### **KNOWLEDGE OF:**

School office methods, procedures, practices and equipment, operation of office equipment including typewriter, copier, computer terminal and/or microcomputer and related software for data bases, spreadsheets and word processing; master schedule and scheduling procedures; County Student Information System; correct English usage, spelling, punctuation, grammar and vocabulary; statistical and confidential record keeping; interpersonal skills including tact, courtesy and patience; oral and written communication skills; legal requirements and regulations pertaining to student records; basic math.

### **ABILITY TO:**

Perform a variety of technical clerical tasks using computer terminals, microcomputers and printers in support of the Student Information System; use good judgement in decisions; organize and perform work efficiently to meet established time lines; assist with the timely and accurate processing and maintenance of computerized student records and data; operate a computer terminal to enter, update, and maintain information; communicate effectively orally and in writing; analyze situations accurately and adopt an effective course of action; work effectively and efficiently with constant interruptions; maintain confidentiality of information; maintain files; work effectively without immediate supervision; operate a variety of office machines and equipment such as typewriter, calculator, computer/microcomputer and related software.

### **CERTIFICATES, LICENCES, REGISTRATIONS**

Keyboarding certificate verifying 50 net words per minute.

### **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 use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand and sit. The employee is occasionally required to walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift

and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

### **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.

The noise level in the work environment is usually moderate.

### **COMMENTS**

The individual assigned to this position must demonstrate an ability to accurately enter data, organize and maintain student files, and produce quality documents such as letters of recommendation initiated by counselors, midst numerous interruptions. In addition, this individual must display a professional, friendly and helpful demeanor in greeting students, parents and staff in a receptionist role for the counseling department.