

Union Public Schools Job Description

Position Title: Secretary - Counselor
Department: School Site
Reports To: Counselor/Site Administrator

FLSA Designation: Non-exempt

SUMMARY: Serves as confidential secretary to the Counselor and as facilitator for the school public being served.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Answers telephone, responds to routine questions, schedules appointments and routes calls to appropriate persons.
- Serves as confidential secretary to the Counselor.
- Prepares routine correspondence such as letter and memos, reports, forms, etc.
- Responds to inquires from students, teachers and parents regarding attendance rules, absences, suspensions, and enrollment status.
- Receives parents and students; answers questions and resolves student problems.
- Types, prepares, distributes, files records/reports, correspondence, etc. related to attendance and discipline.
- Performs duties relating to students such as processing suspension papers, compiling suspension data, and assisting the counselors with assignments for the in-house suspension program.
- Maintains school student records pertaining to disciplinary referrals.
- Acts as liaison between school and community, assistant principal, parents, staff and students.
- Grades student assistants under the secretary's supervision.
- Maintains confidential information.
- Works with various software applications, entering and retrieving data as needed.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATION REQUIREMENTS: *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, physical stamina, 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 educational degree (GED) and at least one (1) years general office work and/or training; basic computer skills to include a working knowledge of word processing and databases.

CERTIFICATES, LICENSES, REGISTRATIONS: None.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. 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 staff and the public.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

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.

OTHER SKILLS and ABILITIES: Ability to operate office machines and personal computer and related software. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all District requirements and Board of Education policies.

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 will occasionally reach with hands and arms and will frequently repeat the same hand, arm, or finger motions when typing. Employee will frequently interact with other staff members. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee may occasionally lift up to 25 pounds, such as boxes of paper.

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, although it can vary depending on daily activity.