



Position: Office Campus

Assignment: Counselor Clerk

Wage/Hour Status: Non-Exempt

Reports to: Lead Counselor, Principal

Pay Grade: AS221/187 days

Dept./School: Counseling and Social Work/Assigned Campus

Date Revised: Spring 2024

Primary Purpose:

To assist counselors in general office management particularly as it relates to clerical college, and military (CCMR) duties and data collection.

Qualifications:

Minimum Education/Certification:

- High School Diploma

Special Knowledge/Skills/Experience:

- Good organizational skills
- Good interpersonal skills
- Ability to work with computer, Microsoft software and Google suite.

Major Responsibilities and Duties:

- Ability to work with the computer and use Microsoft software and Google suite.
- Miscellaneous typing and correspondence for counseling office.
- Assist with student enrollment meeting.
- Oversee activities of student assistants who are assigned to the Counseling office.
- Make appointments with counselors for students and parents.
- Assist with keeping accurate student records
- Make appropriate testing, registration, and counseling program dates available to students and families.
- Assist Counselors with data collection and student check in system.
- Assist Counselors with scheduling and organization of college/career fairs.
- Receive calls for counselors in the absence and return calls as directed by student to gather needed information.
- Assist in orientation of new students.
- Assist students with college handbooks and distribute various literature and forms on colleges, scholarships, and financial aid.
- Adhere and utilize LISD Customer service procedures and directives.
- Other duties as assigned by administrator or lead counselor.
- Use computer, printer, copier, calculator, and phone.

Mental Demands/Physical Demands/Environmental Factors:

- Standard office equipment including personal computer and peripherals.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.

- Occasional light lifting and carrying (less than 15 pounds)
- May work prolonged or irregular hours; frequent districtwide, statewide, and out-of-state travel.
- Work with frequent interruptions, maintain emotional control under stress.

OTHER: All employees are to follow district safety protocols and emergency procedures.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. This position is an in-person job and is to be performed at the location specified. It does not qualify for remote work or work from home status.

Signature

Date

Print Name