



Job Title: High School Counselor Secretary

Reports To: High school Counselor and Building Administration

Employee Status: Full Time, Non-Exempt, Classified Building Secretary Salary Schedule

Evaluation: Completed Annually by Building Administration

Job Summary: The Guidance Counselor Secretary is to support and assist the Guidance Counselors, parents, students all while creating a welcoming and positive environment. At times the Guidance Counselor Secretary will need to provide assistance to the building secretary.

Essential Functions: of the job may include but are not limited to the following

- Establish and maintain effective working relationships among diverse groups of students, parents, and staff.
- Plan, organize, and coordinate clerical operations requiring effective accountabilities and accurate controls working independently with little or no direction
- Willingness to continuously update knowledge and understanding of software currently used by the district.
- Works closely with the MOSIS Coordinator for daily tasks and bi-monthly state reporting.
- Prepare and maintain accurate records and reports for administrators and MOSIS Coordinator.
- Assist with beginning of the year enrollment for students.
- Assist with documentation for students that are withdrawn during the year.
- Interpret, implement, and maintain current knowledge of applicable laws, codes, policies, procedures and District regulations governing work scope.
- Maintain current knowledge of new developments related to work scope.
- Analyze situations accurately and adopt effective courses of action.
- Manage competing priorities and time.
- Successfully interact and communicate with administration, teachers, staff, parents, students, and partner agencies.
- Compile statistical data quickly and accurately.
- Prepare and maintain accurate records and reports.
- Maintain accurate and confidential records.
- Complete work as directed despite frequent interruptions.
- Exhibit professional demeanor while performing job duties.
- Detailed oriented.
- Other duties as assigned

Specific Duties and Tasks

- Track all transcript requests and assist with sending out Official Transcripts.
- Provide Scholarship information to students.
- Enter assessment information into TeacherEase.
- Assist and work closely with the Core Data Specialist for reporting on a regular basis.
- Track awarded scholarships for each senior.
- Prep and prepare all required materials for Baccalaureate
- Assist with graduation each year.
- Meet all deadlines efficiently and effectively.
- Assist with Summer School.

Knowledge Skills and Ability Required:

- Acknowledges personal accountability for decisions and conduct.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Maintains an acceptable attendance record and is punctual.
- Reacts productively to interruptions and changing conditions.
- Verifies and correctly enters data. Prepares accurate and timely reports/paperwork.
- Works efficiently with limited supervision. Prioritizes tasks to meet deadlines.
- Support the philosophy and mission of the Oak Grove R-VI School District.
- Comply with all district policies, rules and regulations.

Current Systems and Training:

- TeacherEase
- SISFin
- Launch
- Google
- Trauma Smart

Certification:

High school education or equivalent plus additional specialized training/experience in a related area.

Physical Requirements:

Regularly required to sit, stand, walk, talk, hear, operate a computer and other office equipment, reach with hands and arms, and must occasionally lift, move and/or support up to 10 pounds or more at times.

Background Check:

Employment in this position is contingent upon consent to and successful completion of a pre-employment background check, which may include a criminal background check, reference checks, verification of work history, and verification of any required academic credentials, licenses, and/or certifications, with results acceptable to the Oak grove R-VI School District. Background check information will be used in a confidential, non-discriminatory manner consistent with state and federal law.

Term of Employment:

11 – Months (in accordance with the Board Approved District Calendar)