

JOB DESCRIPTION

JOB TITLE: Career/Counseling Center Secretary

Report Identification Code: edaccs

Job Purpose Statement: The job of "Career/Counseling Center Secretary" is done for the purpose of providing clerical support to school counselors; providing students with information on career and/or post-high school educational opportunities; documenting student school and community activities for scholarship applications; and administering and interpreting career assessment tools.

Essential Job Functions:

- * **(J/H) Assists** students for the purpose of providing them with information on career and/or educational opportunities.
- * **(J/H) Evaluates** students' eligibility and interests for the purpose of determining career and/or educational opportunities.
- * **(J/H) Maintains** records, files, and resource materials and catalogs for the purpose of providing an up-to-date reference and ensuring availability of accurate information.
- * **(J/H) Prepares** written documentation for the purpose of providing written support, accountability and conveying information.
- * **(H) Promotes** scholarship, college and career opportunities for the purpose of assisting students in their transition to post-high school options.
- * **(H) Researches** educational and/or career opportunities for the purpose of providing students with information on career and/or educational opportunities.
- * **(J/H) Responds** to inquires of students, parents and the public for the purpose of providing information and/or direction as may be required.
- * **(J/H) Supports** building counselors, other staff, parents and students for the purpose of providing assistance with their job functions, activities and/or needs.

Other Job Functions:

- * **(J/H) Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- * **(J/H) Attends** meetings and/or trainings as requested and/or needed for the purpose of gathering and/or conveying information required to perform job functions.

(J) Denotes junior high level

(H) Denotes high school level

Job Requirements - Qualifications:

- * **Experience Required:** Some job-related experience

- * **Skills, Knowledge and/or Abilities Required:**

Skills to: operate standard office equipment including pertinent software applications; use English in both written and verbal form to communicate effectively with staff, students, parents and the public; perform basic arithmetic calculations; perform tasks in an environment with many distractions and interruptions; and use correct spelling, grammar and punctuation.

Knowledge of: rules and regulations related to assigned building; and career assessment instruments and techniques.

Abilities to: understand and carry out oral and written instructions; interact with persons of different age groups and cultural/educational backgrounds particularly secondary level age students; perform a variety of tasks; work cooperatively with others; maintain accurate records; read/interpret/apply pertinent policies and requirements; adjust to flexible work assignments; make common sense decisions; work under time constraints; maintain confidentiality of student records; work accurately, with attention to detail and with minimal supervision; and meet deadlines and schedules.

Significant physical abilities include sitting for prolonged periods, stooping/kneeling, reaching/handling/fingering, talking/hearing conversations and other sounds, near/far visual acuity/visual accommodation.

- * **Education Required:** High school diploma or equivalent
- * **Licenses, Certifications, Bonding, and/or Testing Required:** Fingerprint/criminal justice clearance