



HOWARD LAKE – WAVERLY – WINSTED ISD 2687

JOB DESCRIPTION OF POSITION: Confidential Employee

Under the direction of the School Counselor and Technology Specialist provides office and clerical support to assist with the efficient operation of the school district. To accomplish these tasks, the secretary works closely with the staff and administration.

Job Title:

Counselor/Technology Secretary

Revised Date:

11-13-17

Job Description: Assist School Counselor and Technology Specialist

(High School & Alternative Learning Program)

Enrollment:

- Enroll New Incoming Students
- Versa Trans Input and Updates
- Enrollment Packets for New Students

Scheduling:

- Registration for Classes in Spring Master Schedule for Classes Schedule Students

Transcripts:

Creating Transcripts for incoming students and entering data from other schools to existing students

Grade Reporting:

- Grading Set Up
- Mid Quarters and Report Cards (Change Grades, Report Card Set-up, quarterly, Mail)

Scholarships:

- Maintain and Collect Local
- Scholarship Information in the Spring Update Scholarship Information on Website, Family Connection, Bulletin. (Throughout the year.)

Testing:

- Coordinate Testing (MAP, MCA, GRAD RETEST, AP, PLAN, EXPLORE, PSAT, ASVAB)
- Set-up Classrooms and Proctors; Organize Test Materials; Mail Tests

Data Collection:

- MCCC Data Collection
- Civil Rights Data Collection
- Input Test Data for SERVS

Technology:

- Set up Auditorium for sound /video for special speakers
- Troubleshoot School View, Grading, ICue, etc.

Media Center:

- Check Books out in Library
- Computers and Laptops(Oversee sign up for the computer labs and turning off of computers in Media Center Lab)
- Keep Chairs and Tables Straight in the Media Center (Daily)

Honor Roll/Breakfast:

- Honor Roll (Newspaper, Website)
- Determine who is invited, invitations, mail invitations.

College Visits/Fair:

- Set up College and Military Visits to School
- Organize College Fair Field Trip

Naviance/Family Connection:

- Naviance (Family Connection) Registration and Updating Site
- Enter Test Scores

School View:

- School View Set-up and Maintenance

Miscellaneous Duties:

- Set up Classroom Visits and Gather Materials for Visits for Guidance Counselor(HS & ALP)
- Maintain Guidance Counseling Info on Website

Job Location:	Howard Lake MN	Company Industry:	Public School
Job Role:	Secretary	Employment Status:	Full-time 219 days 8 hours
Employment Type:	Employee	Manages Others:	No
Band-Grade-Sub Grade:	C-4-1		
State Job Match Points:	150		

Qualifications:

- * High School Diploma
- * Experience as a secretary
- * Strong ability to work with people – Students, staff, parents
- * Technology Knowledge (priority-training available)
- * Desire to continue career improvement
- * Experience with various computers and computer programs

Career Level:	Entry Level	Years of Experience:	[1-3 years]
Degree:	High school or Equivalent		
Non-Union			
Approved By: Jason Mix		Date Approved: 05/03/2013	