

Red Wing Public Schools Position Description

Counseling Secretary

General Information

Department:	Building Administration and Support
Unit:	RW Education Support Personnel Association
Immediate Supervisor:	Building Principal
Grade Placement:	10
FLSA Status:	Non-Exempt

Position Summary

The Counseling Secretary is responsible for providing clerical and secretarial support for the counseling office and School Counselors to include such representative duties as maintaining and updating cumulative folders, testing results and grades; processing transcript requests; scheduling appointments for School Counselors; and performing a variety of duties associated with preparing for the new school year or end of the school year. Essential duties and responsibilities vary widely depending on the building assigned.

Essential Duties and Responsibilities

1.	Implements office activities to prepare for the new school year to include: <ul style="list-style-type: none">a) Purges files for departed students and establishes files for incoming students.b) Sends and faxes records for students dropped during the summer and completes drop slips.c) Prepares purchase orders at the request of staff.d) Track enrolled "no-shows."
2.	Prepares students for enrollment into or withdrawal from school. Reviews paperwork for accuracy, faxes records requests and monitors received records for thoroughness; sets up enrollment meetings between parents/student and appropriate School Counselor; informs parent/student of appropriate withdrawal procedures, collects and faxes school records on withdrawing students, and routes appropriate paperwork to staff. Updates and maintains current drop/add roster for building personnel. Creates new cumulative folders for new students and verifies receipt of regular education and health records from prior school.
3.	Implements file maintenance and archival of student cumulative folders, files and records. Updates, purges and stores both physical and digital files in accordance with district records management procedures, guidelines and rules.
4.	Generates transcripts for incoming students; calculates and documents credits from previous schools; types labels for cumulative folders. Processes all requests for transcripts from past students. Generates a sign-up sheet for final transcripts and mails them as requested.

5.	<p>Performs a various of clerical support functions within the counseling office to include:</p> <ul style="list-style-type: none"> a) Assists parents, students, and teachers coming to the counseling office by providing general information or directing them to appropriate staff. b) Answers office phones and calls for School Counselors. c) Schedules appoints between students and School Counselors. Prepares student passes. d) Types purchase orders for staff and orders office supplies; collects monies from various student group/activities; prepares deposit slips and sends deposits to District. e) Enters disciplinary referrals to the student management system; maintains disciplinary files; mails home referrals and notifies staff of suspended students and requests homework for those students. f) Types attendance letters/envelopes for Social Workers and creates and maintains attendance spreadsheet. g) Helps manage post-secondary enrollment options (PSEO) student needs, including management of transcripts.
6.	<p>Performs various duties at the end of school year to include:</p> <ul style="list-style-type: none"> a) Runs year-end attendance reports. b) Mails final transcripts. c) Prepares new labels for incoming students from other buildings. Prints out cumulative folders, attaches labels and files cumulative folders. Files report cards in cumulative folders. d) Pulls cumulative folders of students who will be transferring to other district buildings.
7.	<p>Manages the college and career center if assigned to the high school.</p> <ul style="list-style-type: none"> a) Schedules college/armed services representative visits to the school. b) Maintains college promotional literature. c) Compiles and maintains lists of scholarship opportunities. d) Creates announcements to be made regarding college visits, testing dates, and other related information. e) Maintains college and career center wall.
8.	Trains and supervises student workers.
9.	Performs other duties of a comparable level or type as apparent or assigned by his or her supervisor(s).

Required Education, Training, and Work Experience

Required Education / Training:	High school diploma or GED
Degree Information:	Not applicable
Major Field of Study or Degree Emphasis:	Not applicable
Required Work Experience:	Minimum of 1 year of secretarial, clerical, or customer service / support experience
Licenses / Certifications Required:	None

Essential Knowledge Required to Perform the Essential Functions of the Position

- General office procedures and practices.
- Office etiquette and customer service procedures and routines.
- Enrollment processes and procedures; graduation requirements, testing procedures,
- Knowledge of general record keeping maintenance routines pertaining to student academic records, transcripts and student information.
- Fundamentals of computer operation and use.
- Familiarity with general office productivity software (i.e. word processing, spreadsheet, internet browsers, email programs, etc.)
- District and school policies and procedures.
- General office equipment, e.g., copiers, facsimiles and phones.
- Student accounting, informational systems and specialized programs used in recording and maintaining student information and records

Essential Skills Required to Perform the Work

- Applying and using word processing, spreadsheet, database, and specialized software applications.
- Applying department and/or building specific procedures, policies, operational routines pertaining to assigned areas of responsibility.
- Organizing, planning and making arrangements meetings, events or appointments for counselors and office staff.
- Implementing and maintaining student academic records, transcripts, files, or lists.
- Customer service and human relation skills in assisting, dealing with and applying proper phone etiquette, judgment and discretion in provide and dealing with the staff, public and district personnel.
- Prioritizing job assignments and performing work assignments requiring attention to detail, precision and accuracy.
- Assisting counselors in handling student enrollment, student class registrations, disciplinary files, or other student records.

Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best summarized as Sedentary Work: Exerting up to 10 pounds of force frequently and/or negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.

Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
Physical Activities				
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feel			X	
Reach with hands arms		X		
Climb or balance	X			
Stoop, kneel, crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
Lifting / Forcing Exerted				
Up to 10 pounds				X
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Unusual or Hazardous Working Conditions Related to Performance of Duties:

Duties are generally performed in a typical school office setting where there are minimal environmental hazards and risks associated with the performance of assigned duties and tasks.

Classification History and Approval

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