
Job Description – Administrative Assistant - Counselor

Primary Function: Under the direction of the assigned School Counselor, assures the smooth and efficient operation of the counseling office so that the office has a positive impact on the campus as a whole and the education of children.

Responsibilities/Duties:

- Organizes and manages routine work activities for the counselors' office
- Assists in handling the incoming telephone calls for the counseling office and makes appointments, as needed
- Prepares correspondence, memos, and reports
- Greets visitors and responds to routine inquiries from students, staff, and public. Refers appropriate inquiries or problems to appropriate personnel
- Maintains a log of students, parents, and public visitors
- Maintains files and records for the office
- Maintains documentation and files for the counseling department budget
- Serves as a back up to other office staff, as needed
- Makes travel arrangements for the counselors
- Maintains confidentiality of student and staff information
- Assists with monitoring of students, as needed

Other

- Demonstrates behavior that is professional, ethical, and responsible
- Maintains confidentiality
- Serves as a role model for all district staff
- Participates in approved professional development opportunities
- Performs other duties as assigned

Knowledge and Abilities:

Knowledge of:

- Oral and written communication skills
- Interpersonal skills using tact, patience, and courtesy
- Methods of collecting and organizing data and information
- Operation of a computer and assigned software
- District and department policies and procedures
- Relevant federal and state laws and requirements

Ability to:

- Perform proficiently in Microsoft Office Programs and other creating and editing software
- Effectively edit various types of documents
- Create, organize, and maintain files
- Work independently with little direction
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Maintain regular and consistent attendance

- Develop, plan and organize daily operations
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Plan and organize work

Education/Licenses/Experience: High school diploma or equivalent. Minimum one year of clerical experience, preferably in a public education environment.

Working Conditions:

Mental Demands: Self-motivated, perform tasks with little or no supervision; work with frequent interruptions; able to manage multiple complex projects concurrently; maintain emotional control under stress; ability to communicate effectively (verbal and written); coordinate district support functions.

Physical Demands/Environmental Factors: Lifting/carrying - 15-44 pounds; frequent sitting, standing, walking, climbing, stooping/crouching/kneeling, pulling/pushing, reaching; repetitive hand motions; prolonged use of computer; speaking clearly; occasional district-wide, state-wide travel; work occasional irregular hours and prolonged hours.

Calendar and Salary Range: 192 work days. See current paygrade on the Clerical Compensation Plan.

Revised: 9/19/2023

The foregoing statements describe the general function 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.

Employee Signature

Date