

Tri-County Area School District
Plainfield WI

Job Description

JD SS 444

Updated: Summer 2009

Position Title: **Administrative Assistant to the Counselors**

Qualifications:

- Minimum - High School Diploma.
- Ability to proficiently operate various computer software programs, such as word processors, spreadsheets, databases, etc.
- Ability to effectively operate student management software.
- Ability to type, file, and do other secretarial duties.
- Ability to maintain the confidentiality of counseling department/office.
- Ability to meet with students, parents, post-secondary representatives in a pleasant manner.
- Ability to operate computers, do spreadsheet and word processing.
- Ability to work well with others in a team environment.
- Ability to accept direction from supervisors.
- Ability to follow work rules and procedures.
- Ability to accept constructive criticism.

Immediate Supervisor: Building Principal(s) and School Counselor(s)

Position Function:

To assist and relieve the counselor(s) of paper work and routine chores so he/she may devote maximum attention to the central matter of counseling individual students. To assist the counselor(s) in working with students to take full advantage of the educational opportunities offered by the school and to establish reasonable occupational and life plans.

Specific Responsibilities:

- Become familiar with the counseling services available to students and with the role and function of the school counselor(s).
- Maintain counseling department records and protect the confidentiality of these records.
- Maintain all records/materials that need to be put in student cumulative files.

- Assist the school counselor(s) with the registration and orientation of new students.
- Conduct orientation tours for new students as needed.
- Assist the school counselor(s) in planning field trips or college days for students to colleges, schools, and commercial or government organizations.
- Prepare and maintain a list of academically ineligible students according to the guidelines of the co-curricular code.
- Assist the school counselor(s) with the testing program.
- Obtain and disseminate occupational and college information to students.
- Assist the counselor(s) in scheduling student appointments.
- Assist the counselor(s) in scheduling special programs on campus visitation by representatives of colleges, schools, and commercial or government organizations.
- Type letters, reports and perform other secretarial and/or receptionist duties.
- Post grades to computerized student files and cumulative student files.
- Prepare report cards and progress reports for distribution.
- Compile and send honor roll/perfect attendance to newspapers and administration office for publication.
- Process all changes and adjustments in student schedules and the Master schedule as requested and directed by the principal and guidance counselor(s).
- Prepare referral forms with data provided by the counselor(s).
- Accept identifying information from students newly enrolled in the school.
- Post standardized test results to student files.
- Assist counselor with collection and dissemination of scholarships and awards.
- Record daily attendance to computerized student records.
- Assist with operation of multi-positioned telephone console to relay incoming, outgoing, and interoffice calls.
- Take messages for staff members and page authorized personnel over the intercom system as needed.
- Clear student files at designated intervals as directed and requested.
- Compile Department of Public Instruction (DPI) Curriculum report for the state and administration office and other reports as needed.
- Perform other duties as assigned by the principal and/or school counselor(s).

Terms of Employment: Salary and work year to be established by the board of education.

Evaluation: Performance of this job will be evaluated with provisions of the Board's policy on evaluations of employees. Evaluation is to be done by the building principal.