Admin Asst to Counselor(s) HS

Rev July 2025

Reports to: Principal/Counselor

Dept./Campus: Assigned Campus

Status: Non-Exempt

Paygrade: 403

Term: 207 Days

PRIMARY PURPOSE:

Under moderate supervision provide routine clerical support for the efficient operation of the school counseling office and professional staff. Maintain current and accurate confidential student records.

MAJOR RESPONSIBILITIES AND DUTIES

- **Records, Reports, and Correspondence**
  - Provide general clerical support including word processing, data entry, filing and file maintenance.
  - Assist with the registration of new students, including requesting and sending student records, entering student data, and ensure completeness of records.
  - Process changes and adjustment to student schedules.
  - Maintain complete and accurate student records including test scores and final grades on permanent records.
  - Compile, maintain, and file all reports, records, and other documents in a timely manner as required.
- **Reception and Phones**
  - Receive incoming call, take reliable messages, and route to appropriate staff.
  - Assist counselor(s) with scheduling meetings and appointments.
- **Other**
  - Receive, distribute, and ensure security and confidentiality of testing materials.
  - Maintain college information library and help students, parents, and teachers find information about testing, scholarships, and college materials.
  - Follow district safety protocols and emergency procedures.
  - Maintain confidentiality.
  - Complete other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- None.

QUALIFICATION GUIDELINES

Education/Certification/Experience:

- High school diploma or GED. Two years clerical experience preferably in a public education environment.

The above statements are not an exhaustive list of responsibilities, duties, and skills that may be required.
All GISD employees are expected to maintain an extreme degree of confidentiality by following the
Family Educational Rights and Privacy Act (FERPA) for student information
and the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* for employee and student information.

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Knowledge/Skills/Abilities:

- Knowledge of general office procedures
- Knowledge and proficiency in keyboarding and file maintenance skills
- Ability to use software to develop spreadsheets and databases, and do word processing
- Ability to follow verbal and written instructions
- Ability to perform a variety of tasks often changing assignment on short notice with some direction
- Effective organizational, communication, and interpersonal skills

Mental/Physical/Environmental Demands:

- Standard office equipment including personal computer and peripherals
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting
- Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching
- Occasional light lifting and carrying (less than 15 pounds)
- May work prolonged or irregular hours.
- Work with frequent interruptions; maintain emotional control under stress.

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