

**PLANO INDEPENDENT SCHOOL DISTRICT  
Job Description**

<b>Job Title:</b>	Clerk Counselor: <ul style="list-style-type: none"><li>• Middle School</li><li>• High School</li><li>• Senior High School</li></ul>	<b>Wage/Hour Status:</b>	Non-Exempt
<b>Reports To:</b>	Counselor	<b>Pay Range:</b>	735
<b>Dept./School:</b>	Campus/Counseling	<b>Date Revised:</b>	08/26/19

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**Primary Purpose:**

Responsible for assisting the counselors with secretarial and receptionist duties.

**Qualifications:**

**Education/Certification:**

High school diploma or equivalent (required)

**Special Knowledge/Skills:**

Proficient skills in typing, word processing and file maintenance

Effective organizational, communication and interpersonal skills

**Experience:**

One year of clerical experience in public education (preferred)

**Major Responsibilities and Duties:**

Serve as receptionist for counseling area, by typing correspondence, scheduling appointments, and maintaining forms, supplies, and student file folders in counselors' offices

Process computer paperwork for schedule changes and new student registration

Process student entries and withdrawals and notify attendance officer and registrar

Prepare new student folders and distribute enrollment information to new students

Assist counselors in the preparation of standardized testing materials

Assist in the supervision of student aides

Assist with the distribution of student schedules

Check computer transaction lists as they are received, distribute new student ID numbers to attendance, registrar, and nurses

Send necessary corrections on student record files to Student Records office

**Job Title:** Clerk Counselor

Assist students in the use of college/career computer software

Assist counselors with next year's scheduling of students

Follow all rules, regulations and policies of Plano ISD and follow directives from superiors

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the administration and/or supervisor

**Equipment Used:**

Uses computer, typewriter, printer, copier, fax and telephone

**Working Conditions:**

**Mental Demands:**

Reading; ability to communicate effectively (verbal and written); maintain emotional control under stress

**Physical Demands/Environmental Factors:**

Work with frequent interruptions; frequent standing, stooping, bending, kneeling, pushing and pulling; prolonged use of computer and repetitive hand motions; occasional lifting up to 50 pounds

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**Acknowledgement:**

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

**Approved By:** W. Noel McBee, Compensation Coordinator **Date:** 08-26-19

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The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_