

**PLANO INDEPENDENT SCHOOL DISTRICT  
Job Descriptions**

<b>Job Title:</b>	Secretary Counselor	<b>Wage/Hour Status:</b>	Non-Exempt
<b>Reports To:</b>	Director of Counseling	<b>Pay Range:</b>	745
<b>Dept./School:</b>	Senior High School	<b>Date Revised:</b>	09/11/18

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**Primary Purpose:**

Facilitate the management of student matters and records in coordination with the Counseling Director and Staff.

**Qualifications:**

**Education/Certification:**

High school diploma or equivalent

Notary Public Certification

**Special Knowledge/Skills:**

Proficient skills in typing, word processing, Excel and file maintenance

Effective communication and interpersonal skills

Ability to multi-task

**Experience:**

One year of clerical / secretarial experience, preferably in the public education environment (preferred)

**Major Responsibilities and Duties:**

Direct inquiries or problems to appropriate individual (teacher, counselor or principal)

Responds to routine telephone requests, and refers calls and visitors to appropriate staff

Work with students, parents and teachers to maintain effective communication

Prepare and maintain all records dealing with students as required by the Texas Education Agency, including new students, withdrawals, attendance, and student files

Distribute scholarship information to students

Select the guideline or reference, which fits the specific case, i.e., boundaries, and grade placement

Advertise, prepare envelopes, and collect money for PSAT

Coordinate National Merit Reception, Senior Awards Reception and College Night

Requisitions supplies, printing, maintenance or other services for counseling staff

Maintain record keeping system to monitor use of all office equipment

**Job Title:** Secretary Counselor

Write excused/unexcused passes for students

Provides day-to-day leadership to office aides and volunteers

Maintain testing and counseling school calendar

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, calculator, and fax

**Working Conditions:**

**Mental Demands:**

Reading and ability to perform basic arithmetic; work with frequent interruptions, ability to communicate effectively (verbal and written); maintain emotional control under stress

**Physical Demands/Environmental Factors:**

Frequent sitting, 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:** 09/11/18

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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:** \_\_\_\_\_