

Wyoming City School District Job Description

Job Title: Counseling Administrative Assistant

Reports To: Building Administrator

FLSA Status: Non-exempt

Category: Classified/Level 2

Board Adopted: October 27, 2014

Board Approved Revision: March 28, 2022

GENERAL DESCRIPTION

Provides a wide variety of complex and confidential administrative and secretarial support; communicates information to school district employees, students, parents and others as required; and assists in ensuring compliance of department/program activities with legal, administrative and district policy requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Composes documents (e.g., correspondence, bulletins, reports) for administrator(s) or other staff for the purpose of requesting or providing information, confirming events, etc.
- Prepares, copies and distributes notices, memoranda or other correspondence for the purpose of informing school employees, students, parents, and others regarding activities, events or other work-related matters.
- Attends related meetings as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Assists in maintaining the daily/weekly/monthly calendar of the counselors for the purpose of coordinating the scheduling of work-related appointments, activities, meetings, etc.
- Assists in planning and scheduling counseling department events and activities, and maintaining calendar of department events.
- Assists in overseeing workload of the counselors for the purpose of maximizing efficiency and meeting operational requirements.
- Assists in maintaining documents, files and records for the purpose of providing up-to-date reference and audit trail for compliance.
- Answers telephone calls, and provide information and assistance to callers.
- Uses and maintains standard office equipment such as personal computer, copy machine, fax machine, telephone. Understands, applies and uses personal computers and software applications.
- Prepares and maintains the counseling budget.
- Serves as liaison with outside organizations related to department activities and work.
- Limited travel to and from meetings or to complete needs may be required.
- Establishes and maintain cooperative working relationships with others contacted in the course of work.
- Ability to problem solve job-related issues.
- Ability to work with a diverse group of individuals.
- Processes paperwork accurately according to standardized procedures.
- Maintains confidentiality of information regarding students, employees and others.
- Assists counselors with schedule preparation and maintenance.
- Skilled in organization, time management and understands office management procedures.
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the building.
- Assists with staffing, proctoring, and preparing for all testing dates.
- Assists with ordering and preparing for graduation.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities except those that may be assigned by the Administrator.

EDUCATION and/or EXPERIENCE

Previous secretarial experience preferred. Demonstrate good written and verbal communication skills. Demonstrate computer literacy. Proficiency in typing (prefer 60 wpm). Good public relations skills. Professional appearance. Capable of working with minimal supervision. Able to perform multiple tasks simultaneously.

CERTIFICATES, LICENSES, REGISTRATIONS

There are no licenses or certificates required by the State for this position.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to read, write and comprehend directions, short correspondence and memos. Ability to communicate effectively with students, parents, colleagues and administration. Ability to respond to common inquiries or complaints from students, parents, agencies, teachers or members of the school community. Ability to effectively present information in one-on-one and small group situations to staff, students and administrators.

OTHER SKILLS AND ABILITIES

Must possess skills in reading, writing and math for the purpose of inventory, record keeping, making necessary measurements, reading of gauges and instruments, or other related items as applicable. Ability to apply common sense understanding to carry out written or oral instructions. Ability to solve practical problems and deal with a variety of variables in situations that may arise. Ability to maintain composure under stressful conditions. Ability to develop effective working relationships with students, staff and the school community. Ability to use computers where applicable. Ability to perform duties with awareness of district requirements and Board of Education policies.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk, hear, sit, stand, walk, use hands to finger, handle or feel, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. There is a potential for exposure to blood-borne pathogens and communicable diseases. There is a potential for exposure to student illness, injuries, infections and bodily fluids. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.