

BLANCHESTER LOCAL SCHOOLS

JOB DESCRIPTION

Title:	SCHOOL COUNSELOR SECRETARY	ADOPTED 4/15/2024
Reports To:	Assigned administrator/supervisor	
Job Objective:	Performs secretarial and ancillary program support services.	
Minimum Qualifications:	<ul style="list-style-type: none">• Ability to implement office administration principles (i.e., organization, procedures, etc.)• Embraces high-performance standards (e.g., engagement, proficiency, resilience, etc.)• High school diploma or GED. Significant secretarial and data processing work experience.• Maintains a record free of criminal violations that prohibit public school employment.	
Preferred Attributes:	Active listening, creative problem solving, and good time management skills.	
Physical Demand Level¹:	Sedentary strength (seldom lifting/carrying more than 11 lbs.). Duties require communicating verbally, far/near visual acuity, fine/gross manipulation, reaching at or below shoulder height, standing, and using a traditional keyboard. ¹ Abridged U.S. Department of Labor documentation of physical demand characteristics.	
Note:	Legally acceptable alternative qualifications, extra assignment-specific skills, and other physical demands deemed appropriate by the board may be delineated at the time of appointment.	

**Essential
Functions:****1. Delivers effective secretarial services. Sustains a supportive office environment that advances professionalism and a shared commitment to organizational outcomes.**

- Answers/directs telephone calls. Prepares detailed messages when employees are not available.
- Assists office visitors. Answers routine questions or directs inquiries to appropriate staff.
- Assists students with class/program registration and scheduling modifications.
- Assists with achievement test verification. Records results on student transcripts.
- Assists with the office inventory control system to maintain dependable supply levels.
- Authenticates student requests to be dismissed during school hours. Processes late arrivals.
- Collects and maintains staff and student medical emergency authorization forms.
- Collects attendance forms. Verifies attendance information for report cards.
- Contacts parents or guardians when the school has not been notified about a student's absence.
- Facilitates admission counsel and recruiter visits. Maintains scholarships/financial aid files.
- Helps coordinate student activities (e.g., career clusters, job shadowing, etc.)
- Identifies work priorities to focus on tasks that require immediate attention.
- Maintains effective document and records management systems. Prepares timely files. Monitors reporting deadlines. Complies with district records retention and disposal policies.
- Maintains student discipline files (e.g., expulsions, hearings, letters, etc.)
- Notifies teachers about homework requests for absent students.
- Obtains authorized "release of information" consent forms.
- Organizes permanent records, student schedules, rosters, etc.
- Prepares enrollment/withdrawal records.
- Prepares purchase requisitions. Maintains procurement records. Receives deliveries. Reconciles invoices. Monitors vendor performance (e.g., customer service, product quality, reliability, etc.)
- Processes custody/legal residence verifications, health records, school transcripts, etc.
- Processes interim reports, report cards, and supplemental information.
- Processes student forms (e.g., work permits, driving permits, etc.)
- Provides backup support for other departments. Assists with special projects as directed.
- Schedules appointments. Organizes materials for meetings. Transcribes minutes as requested.
- Sorts and distributes mail. Prepares photocopies. Collates printed materials.
- Updates attendance policy information. Helps make sure policies are uniformly enforced.

2. Consistently performs all aspects of the job. Diligently pursues high quality results.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Helps ensure the accuracy and privacy of confidential information.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Fosters goodwill and encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator.
- Supports equality, diversity, and inclusion. Uses tact and diplomacy to resolve differences fairly.

4. Pursues opportunities to enhance job knowledge and skill proficiency.

- Keeps current with standards and practices associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior, or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

Performance Evaluation: Employee performance is evaluated according to applicable law, board policies, contractual agreements, and district administrative procedures.

Working Conditions: The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **when duties entail any of the following situations:**

Encounters with aggressive, angry, rude, or unpleasant individuals.

Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, loud noises, moving mechanical parts, odors, slippery/uneven surfaces, etc.

Exposure to blood-borne pathogens or contagious diseases.

Exposure to severe weather conditions or temperature extremes.

Movements that require balancing, bending, climbing, crouching, kneeling, or reaching.

Operating or riding in a vehicle. Working in or near vehicular traffic.

Performing tasks that require complex sequencing, dexterity, strength, stamina, etc.

Traveling to meetings and work assignments.

Working at heights, in confined spaces, or under diminished/variable lighting.

This job description document does not establish a contract or alter board-authorized employment agreements. Employee benefits, classifications, contract durations, skill sets, wage rates, and work schedules may vary by assignment. This summary document describes typical job functions and does not represent an exhaustive list of all possible work responsibilities.

Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations, and unforeseen events.