

SECTION I: GENERAL INFORMATION

Classification Title: Office Professional-Counseling	Department:	Unit: Office Professionals
Immediate Supervisor: Building Principal	Grade Placement:	FLSA Status: Non-exempt
<p>Job Summary:</p> <p>Under the direction of the Building Principal, the Office Professional- Counseling is responsible for providing assistance and office support to Counselors. Duties of the position include providing general office/clerical/receptionist support for Counselors; scheduling Counselor appointments; processing and handling the enrollment and updating of enrollment records/information; assisting in coordinating and obtaining student information, applications and data for scholarships; and other duties as assigned by Counseling personnel.</p> <p>Essential duties outlined below are intended as “representative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification. A classification description, unlike job description or position description, is designed to capture the general expectations, complexity level, and nature of work of any position that may be allocated to this classification.</p>		

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Performs general receptionist and clerical support functions for the Counseling Office.
 - Greets the public, staff and public coming to the office.
 - Answers departmental phones and directs callers to appropriate persons and/or provides general information, as appropriate.
 - Provides copies of High School transcripts to current and former students. Obtains, collects and receipts payments for transcripts.
 - Orders office supplies and materials for the Counseling Office and Career Center.
2. Processes and enrolls students throughout the year.
 - Obtains proper paperwork needed by Counselors, Special Education and Principals.
 - Schedules enrollment meetings for parents and students with the Counselors.
 - Follows up and provides information to all schools requesting information on students who will be dropping and/or enrolling in new schools and documenting start and drop dates.
3. Assists in coordinating the Scholarship Program.
 - Obtains paperwork from prior year alumni students to provide and request scholarship money to be dispersed to their colleges.
 - Sends letter to local businesses for support.
 - Tracks and monitors all monies collected and dispersed.
 - Sends out thank you letters to contributing businesses
 - Provides scholarship applications, forms and information to students and completed information to Scholarship Committee.
 - Coordinating the awards and programs for the awarding of scholarships.
4. Performs other duties of a comparable level or type, as required.
 - Attends departmental staff meetings and training sessions, as required.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		Major field of study or degree emphasis:
x	High school diploma or GED.		
	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of general office procedures and practices. • Operation of general office equipment and duplicating equipment. • Knowledge of business productivity software/applications relevant to position (e.g. word processing, email, internet browsers, etc.). • Fundamentals of general office procedures and practices of the district, counseling and career center program(s). • Knowledge of office etiquette and customer service procedures and routines. • Knowledge of specialized district software and applications used in the performs of assigned duties. • Fundamentals of general record keeping maintenance routines to perform data/record maintenance in filing or recording data in hard copy or electronic filing systems. • Basic fundamentals of computer operation and use.
	2nd year graduate level		
Required Work Experience in Addition to Formal Education/Training: Minimum of 1 year related clerical experience.			
LICENSE/ CERTIFICATION		Identify licenses/certification required: None required.	
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK		Skilled in: <ul style="list-style-type: none"> • Customer service and human relation skills in assisting, dealing with and applying proper phone etiquette and informational assistance in dealing with district employees, parents, children, business and the public. • Basic math skills needed to add, subtract, multiple and divide units of measure using whole numbers, fractions and/or decimals. • Using and operating computers, keyboard skills, and applying office productivity software for basic word processing, file maintenance and data entry. • Processing enrollment information and general recordkeeping activities. • Performing duties and tasks that require attention to detail, precision and accuracy in recording, entering, tracking or monitoring student information or district record maintenance activities. • Applying proper grammar, usage and writing skills. • Ability to learn and apply building office routines, systems and office procedures. • Ability to learn and operate district custom applications and district software used in maintaining office records, files, lists, student data, etc. • Operating district phone systems. • Operating and using general office requirement including, copies, fax machines, duplicating equipment, Internet, telecommunications equipment and voice mail. 	



PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

Amount of Time Spent					Amount of Time Spent				
<u>Physical Activities</u>	None	1/3 Less	1/3 to 2/3	Over 2/3	<u>Lifting/Forcing Exerting</u>	None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		X			Up to 10 lbs		X		
Walk		X			Up to 25 lbs	X			
Sit			X		Up to 50 lbs	X			
Use hands to finger, handle or feel				X	Up to 100 lbs	X			
Reach with hands and arms		X			Over 100 lbs.	X			
Climb or balance	X								
Stoop, kneel, crouch or crawl	X								
Talk or hear				X					
Taste or smell	X								

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Sedentary Work:

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

HAZARDOUS WORKING CONDITIONS

Unusual or hazardous working conditions related to performance of duties:
Duties are performed in a typical school district office setting. There are minimal environmental hazards and risks associated with the nature of the work.



SECTION IV: DISTRICT MISSION AND CORE VALUES

<p>OUR MISSION</p>	<p><i>Our mission is to equip all students with the knowledge and skills to empower them to achieve their dreams and full potential while becoming responsible citizens in a dynamic world</i></p>
<p>CORE VALUES</p>	<p>We believe that:</p> <ul style="list-style-type: none"> • Trust and respect are fundamental for thriving relationships. • Our community flourishes when individuals, families and organizations collaborate. • Every person matters and has value. • Responsibility and accountability are essential for personal growth, organizational improvement and community engagement. • Commitment to high expectations is essential to help achieve full individual and collective potential.
<p>MISSION OUTCOMES</p>	<p>By 2020, all students will...</p> <ul style="list-style-type: none"> • Develop a personalized education path they can articulate and use to progress toward their evolving dreams. • Identify and choose positive ways they can take active ownership in their community while recognizing its diversity.
<p>STRATEGIES</p>	<p>We will...</p> <ul style="list-style-type: none"> • Ensure that every employee understands, supports and promotes our core values and mission. • Build trust and facilitate engagement with all ISD 15 stakeholders. • Align and support all educational programs and services to achieve our mission and mission outcomes.
<p>STRATEGIC DELIMITERS</p>	<p>We will NOT...</p> <ul style="list-style-type: none"> • Continue or adopt any program or service unless it is aligned with and advances the mission and is accompanied by the necessary human and financial resources • Make decisions without the use of relevant data provided by the appropriate personnel. • Allow past experiences to interfere with the consideration of new ideas.

SECTION V: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature
Date

Classification History:
Created classification description 5/2016 BCC

