

GOLDENDALE SCHOOL DISTRICT NO. 404

JOB DESCRIPTION

TITLE OF POSITION

COUNSELING OFFICE SECRETARY

QUALIFICATIONS:

1. Knowledge of modern office practices and procedures.
2. Knowledge of and ability to prepare proper business correspondence.
3. Knowledge of proper filing methods and procedures.
4. Ability to operate standard office equipment, including typewriter, adding machine, copy machine, fax machine, and computer.
5. Good English skills.
6. Ability to perform clerical work requiring accuracy and speed.
7. Ability to make mathematical computations.
8. Ability to type from clear copy at a speed of 50 words per minute.
9. High school diploma required. One year of business training or related experience.
10. Fingerprinting and background check is required.
11. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REPORTS TO:

Building Principal

JOB GOALS:

Work as support personnel to the Principal. Portray a positive image for the school.

PERFORMANCE RESPONSIBILITIES:

1. Answer telephone, take messages, relay information, and answer inquiries.
2. Assist Principal, staff, students, and community members as needed.
3. Perform computerized school administration duties (enroll students, schedule students, compile grades, print and issue report cards, keep demographic information current, process withdrawals, etc.)
4. Keep records and contact information up to date.
5. May be required to pay ASB bills, count and receipt money, prepare deposits, prepare reports, etc. Must keep records in a manner presentable to state auditors.
6. May be required to assist with breakfast and lunch programs.
7. Independently or in accordance with general instructions compose correspondence. Type bulletins, etc.
8. File and maintain student records including immunization records. Prepare immunization report and annual ethnic report. Work with health department to immunize deficient enrollees. Provide district office with monthly enrollment statistics.
9. Administer first aid to injured students. Notify parents of injury when necessary.
10. Update local scholarships on the district website and act as the conduit between scholarship sponsors and applicants.
11. Create and prepare list of scholarship recipients for graduation.
12. Assist with Senior Presentation Nights, Running Start Parent Nights, and FAFSA Night.
13. Assist students with FAFSA applications, college applications, resumes, etc.
14. Prepare database for Renaissance program; card and letter winners.
15. Schedule parent/teacher conferences for Fall & Spring.
16. Assist in planning, dispersing, and maintaining building budget.
17. Supervise students who are in the office for discipline or other reasons.
18. Handle mail.
19. Orders supplies including annual school supply order. Prepare purchase

orders.

20. Responsible for payroll sheets.

21. Perform such other duties as may be assigned by the Principal.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this position will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of classified personnel.

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