



Administrative Assistant to Counseling/A+

FLSA Status:

Non-Exempt

Qualifications:

High School Diploma (required)

Experience:

Job related experience with increasing levels of responsibility

Clearances:

Criminal Justice
Fingerprint/Background
Clearance

Support Staff Salary Schedule:

Range 15

Reports to

Office Supervisor

Terms of Employment

202 days, 8.0 hours per day, with benefits according to Board policy.

Purpose Statement

The job of administrative assistant to the counseling/A+ department is done for the purpose of providing administrative and secretarial support to the Counseling /A+ department; monitoring assigned activities; and providing information, recommendations to the assigned supervisor.

Essential Job Functions

- Performs general secretarial tasks including, but not limited to, producing letters, reports, and memorandums, makes photocopies, files, distributes mail, etc.
- Answers telephone in a pleasant and respectful manner and routes calls to the appropriate personnel.
- Communicates in a positive and effective manner with staff, students, parents and/or visitors.
- Ensure that all activities conform to district guidelines.
- React to change productively and handle other tasks as assigned.
- Appropriately operate all equipment as required.
- Support PCHS administrative office.
- Consistent and regular attendance is an essential function of this position.
- Flexibility with time and responsibility.
- Support the value of an education.
- Ability to work to implement the vision and mission of the district.

Other Job Functions

- Greets visitors and clients in a pleasant, respectful manner and responds to inquiries in a timely manner, directing them to the appropriate person/department.
- Answers phones pleasant, respectful manner; provides accurate information to caller and/or directs callers to correct person/department.
- Operates personal computer and peripheral equipment, photocopier, and other office equipment with high degree of skill.
- Demonstrate professionalism and appropriate judgment in behavior, speech, dress, and appropriate professional manner for the work setting.
- Maintains strict confidentiality.
- Demonstrates effective human relations and communication skills.
- Ability to meet timelines and perform multiple tasks.

- Obtain, gather, and organize pertinent data as needed.
- Maintain and update an orderly filing system.
- Makes Peer Helping assignments.
- Schedule appointments, college/military representative visits to PCHS and assemble material for meetings.
- Maintains accurate, confidential student records.
- Maintain and update counseling website and other communication outlets with information regarding the counseling office news and scholarships, making career and post-secondary information available to students.
- Assist with enrollment and orientation.
- Assist with monitoring student academic progress.
- Assist with College Night, Career Day and Awards Night and Graduation.
- Updates A+ attendance.
- Assists with testing.
- Assist with the preparation of diplomas.
- Assist with recording grades and preparing the Honor Roll and scholarships.
- Coordinate outreach initiatives.
- Serve on building level committees and initiatives.
- Provide for coverage in the PCHS office when asked.
- Schedules facility usage for all counseling events.
- Required to use time clocking system for clocking in and out each day they are scheduled to work. Clocking must reflect true time worked.
- Other duties as assigned by the counselor(s) or administrative staff.
- Adhere to all district rules, regulations and policies.

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; concepts of grammar and punctuation; and pertinent codes and regulations.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: working independently; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working with constant interruptions; setting priorities; and establishing and maintaining effective working relationships.

Physical Demands

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.