

Job Title: Counseling & Concurrent Enrollment Secretary
Department: Career & Technical Education
Reports To: Director of Career & Technical Education
FLSA Status: Non Exempt
Salary Schedule: SC Lane 09



SUMMARY

Provides secretarial support to the Counseling Coordinator and the CTE Department by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Provides assistance to school registrars and counseling secretaries. Works closely with the Technology Department to meet the counselor and registrar needs, particularly with issues related to PowerSchool. Works closely with the Human Resources Department to ensure proper assignment coding in Data Gateway for CTE certified teachers.

Collects and maintains data for school counseling, prevention, and mental health initiatives.

Assists the Counseling Coordinator and school counselors in the preparation of comprehensive guidance materials, USBE requirements such as closing the gap projects, and in procedures and policies related to graduation.

Assists the Counseling Coordinator with protocols and procedures related to counselor evaluation, USBE Career Pathways, and USBE Comprehensive Guidance and Counseling.

Assists the Counseling Coordinator by monitoring budget expenditures and tracking applicable program funds, and in meeting the requirements of Utah Legislative mandates such as suicide prevention and anti-bullying programs.

Assists in oversight of the USBE SHARP survey for substance abuse, CTE skills certification testing, and concurrent enrollment partnership with Dixie State University (DSU) and collaboration with DSU personnel.

Works collaboratively and completes required reports in support of partnership with Southwest Behavioral Health prevention and mental health services.

Creates and maintains district counselor directory, counseling website, and scholarship directory.

Prepares outgoing mail and correspondence including email and faxes.

Reads and routes incoming mail. Locates and attaches appropriate files to correspondence when necessary.

Prepares memorandums outlining and explaining counseling procedures and policies to counselors and monitors compliance.

Designs and organizes filing systems; acts as custodian of records.

Coordinates and arranges meetings or workshops, prepares agendas, reserves and prepares facilities, and records and transcribes minutes of meetings.

Screens incoming calls and correspondence and responds independently when possible.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Associate's degree (A. A.) or equivalent from two-year college or technical school; or one year related experience and/or training; or equivalent combination of education and experience.

PowerSchool software experience preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

This position does not require any certificates or licenses.

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 sit; walk; use hands to handle, or feel; and talk or hear. The employee frequently is required to stand and reach with hands and arms. The employee is occasionally required to climb or balance; and stoop, kneel,

crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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.*

While performing the duties of this job, the noise level in the work environment is usually moderate.

Prepared By: Counseling Coordinator I			Date: 07/09/2014
Approved By: Executive Director, Human Resources			Date: 07/10/2014
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 01/23/2017
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: CTE Director	Date: 06/02/2020
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:	Date:

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	