

**PUEBLO SCHOOL DISTRICT 60**  
**CLASSIFIED JOB DESCRIPTION**

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

<b>Job Title:</b>	Educational Secretary – High School Counselor/Registrar
<b>Prepared Date:</b>	9/25/2018
<b>Revised Date:</b>	9/1/2021
<b>Work Year:</b>	213 days (12 Months)
<b>Department:</b>	Secondary Education
<b>Reports To:</b>	High School Principal
<b>Salary Range:</b>	Educational Secretary Salary Schedule – Pay Grade 412
<b>Benefits:</b>	Fringe benefits based on PESPA Negotiated Agreement
<b>Status:</b>	FLSA Status: Non-Exempt

**SUMMARY OF FUNCTIONS:**

The purpose of the High School Counselor Secretary/Registrar is to perform semi-independent secretarial, clerical, and general assistance within the counseling department. Duties include, but are not limited to, word processing, filing, recording data, reporting, assisting counselors and students, operating general office equipment, etc. Serve as receptionist for the counseling area

**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. The physical demands, work environment factors, and mental functions described below 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.

**REQUIRED:**

- High School Diploma or equivalent

- Three (3) years of secretarial/clerical experience
- Typing certificate at the rate of 40 W.P.M.
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

**PREFERRED:**

- Previous experience in high school office
- Previous clerical experience in Pueblo School District 60
- Spanish speaking skills

**SKILLS AND KNOWLEDGE:**

- Previous experience with budgets, purchase orders, work/service orders, and/or printing orders
- Previous experience with Windows-based computer systems, Infinite Campus, electronic mail, requisitioning, purchase orders, service requests, and other computerized processes
- Ability to work under high pressure with a multitude of on-going tasks and last-minute deadlines and changes with minimal errors
- Ability to prioritize, plan, organize, and work effectively, using independent judgment to complete assignments and meet timelines
- Ability to relate well with District staff and the public and to understand their requests and needs and to respond to such requests in a professional and timely manner
- Ability to make independent decisions in accordance with established policies and procedures
- Ability to create and maintain a system for managing and maintaining large amounts of complex information
- Superior telephone skills/etiquette with a strong customer orientation toward staff, students, parents, outside agencies, and the community.
- Ability to establish and maintain a professional/effective working relationship with building staff, administrators, parents, students, city/county officials, and other community members
- Possess an excellent work attitude and the ability and willingness to take ownership/responsibility for project completion; demonstrated ability to provide initiative in reaching organizational goals
- Ability to maintain strict confidentiality in all aspects of assignments
- Ability to coordinate daily activities and schedule with little supervision
- Ability to be flexible and adaptable in a variety of situations
- Ability to remain calm under trying circumstances
- Ability to work with frequent interruptions
- Excellent proofing skills; knowledge of English, proper grammar, style, syntax, spelling, and punctuation
- Ability to set up and coordinate conferences, training sessions, workshops, and meetings

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Act as receptionist for Counselor Office, perform general office duties, keep an accurate and up to date filing system, operate appropriate office equipment, cordially answer telephone calls, receive office callers, assist faculty and students, appease irate callers, give routine/established information to callers, act as a resource for individuals inquiring as to counselor area, make appointments, screen incoming calls and visitors and refer to appropriate staff for action, assemble relevant attachments or notes for instruction or disposition, take messages
- Maintain confidentiality in all aspects of assignments
- Assemble and update student cumulative files, IEP, GT, Test Scores, ELL/ESL, and ILP documents. Responsible for custody and maintenance of cumulative files, prepare files for student transfer both within and outside the district, post data to the cumulative record for incoming students, notify present teachers of transferred grades. Send confirmation of enrollment to other districts for enrolled students
- Request, receive, and prepare transcripts
- Account for enrolling new students and dropping enrollment for leaving students during summer break and collecting drop grades during the school year
- Compile data for in-house district research
- School Choice, including helping parent fill out online applications, correspond with student records about choice students
- Complete Social Security paper work for students and parents, track enrollment for these students, and contact Social Security administration when a student drops enrollment
- Distribute and track Family Economic Data Surveys, and return completed surveys to Nutrition Services
- Update counseling website
- Complete education verifications for employment background companies
- Schedule appointments with students, parents, staff, and community member with Counselors and Assistant Principals
- Assess student behavior and degree of necessity to be seen by counselors (anxiety, self-harm, anger, danger to others)
- Coordinate college representative visits
- Track non-compliant student immunizations, collect up to date records from parents and/or CIIS (state database) and update records in IC/ CUM files
- Reply to Faxes such as records requests and confirmation of enrollment forms
- Determine eligibility for academic letter awards
- Plan and organize academic awards (send invitations, order certificates, stars and letters,

make awards programs). Assist with plan, set-up, and cleanup of other assemblies/presentations

- Collect Title X forms and determine eligibility for assistance under the program, report eligible student to Director of Federal Programs, update throughout year and report services supplied to these students
- Collect Home language surveys and determine eligible student to report to ESL teachers
- Maintain conference room calendar
- Exchange files with other schools and ensure that supplemental records (IEP, ESL, ILP, RTI, 504) are distributed to the proper case manager/teacher
- Supply lists of 11th and 12th grade students to different Military Branches and complete records or letters for student to enter the Military
- Collect, clean and prepare graduated student files and 21 year old drop files for archives yearly
- Send honor roll to the Pueblo Chieftain every semester and post within the school
- Assist Counselors with coordinating testing (PSAT, SAT, ACT, Benchmark), collect fees for PSAT, and order and distribute fee waivers for tests
- Supply information to the Social Security Administration, Insurance Companies, housing agencies, Military Branches, and other government and local agencies about student enrollment, physical address, attendance, etc.
- Facilitate the duties of student office aides
- Act as liaison between staff, students, and the public
- Copy documents, etc.
- Plan and organize office and work flow activities to meet department and school objectives in a timely manner
- Evaluate work procedures and methods to ensure quality, effectiveness and efficiency of operation, anticipate events, trends, consequences and/or problems
- Maintain supplies for counseling office
- Type reports, agendas, general correspondence and other materials on a personal computer, including: formatting, preparing, editing and verifying information,
- Prepare correspondence for supervisor's signature
- Enter information on central computer system
- Process incoming/outgoing school and U.S. mail for counseling office
- Correct grammatical errors, punctuation, and sentence structure of draft copies and proofread final copies of all material sent from the counseling office
- Keep master calendar for the counseling office
- Coordinate report card procedures
- Maintain signed student class schedules
- Assist with promoting the health and safety of students

**NON-ESSENTIAL DUTIES:**

- Perform any and all other duties as assigned by the High School Administration

The physical demands, work environment factors, and mental functions described below 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.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In a 9-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

O – Occasionally (.5 – 2.5 hrs per day)

F – Frequently (2.5 – 6 hrs per day)

C – Continually (6 – 9 hrs per day)

NA – Not Applicable

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting					<b>X</b>
Stationary Standing			<b>X</b>		
Walking (level surface)				<b>X</b>	
Walking (uneven surface)			<b>X</b>		
Crawling	<b>X</b>				
Crouching (bend at knees)			<b>X</b>		
Stooping (bend at waist)			<b>X</b>		
Twisting (knees/waist/neck)			<b>X</b>		
Turn/Pivot			<b>X</b>		
Climbing (stairs)		<b>X</b>			
Climbing (ladder)		<b>X</b>			
Reaching overhead				<b>X</b>	
Reaching extension				<b>X</b>	
Repetitive use arms				<b>X</b>	
Repetitive use wrists				<b>X</b>	
Repetitive use hands grasping				<b>X</b>	
Repetitive use hands squeezing			<b>X</b>		
Fine manipulation					<b>X</b>
Using foot control	<b>X</b>				
*Pushing/Pulling Maximum weight: <b>50 lbs.</b>			<b>X</b>		
Lifting Maximum weight: <b>50 lbs.</b>			<b>X</b>		
Carrying Maximum weight: <b>50 lbs.</b>			<b>X</b>		

**WORKING CONDITIONS:**

The noise level in the work environment is usually moderate. The work is performed in a typical office environment.