

## NEW CANEY INDEPENDENT SCHOOL DISTRICT

**TITLE:** Bookkeeper/Counselor Secretary, Middle School

**QUALIFICATIONS:**

1. High school diploma or GED
2. Two years secretarial experience, preferably in public education environment
3. Acceptable skill in clerical tasks, including the use of computers
4. Effective organizational, communication, and interpersonal skills
5. Ability to read and understand operation instructions and prepare complex budgetary reports
6. Ability to maintain emotional control under stress
7. Ability to successfully interact with students, professional employees, parents and district patrons
8. Such additions and alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

**SPECIAL WORKING CONDITIONS:** **Mental Demands/Physical Demands/Environmental Factors:** Maintain emotional control under stress; work with frequent interruptions. Repetitive hand motions; prolonged use of computer.

**REPORTS TO:** Principal/Counselor or designee

**PRIMARY PURPOSE:** Facilitate the efficient operation of the school counseling office and provide clerical services to professional staff.

**TERMS OF EMPLOYMENT:** 202 days

**WAGE/HOUR STATUS:** Nonexempt (AS-3)

### MAJOR DUTIES AND RESPONSIBILITIES:

1. Maintain confidentiality of information.
2. Prepare requisitions and correspondence for counselors.
3. Prepare documents and lists for honor roll, awards assemblies and other student recognition programs.
4. Record student information, including test scores and final grades, on permanent records.
5. Create new student files and ensure completeness of records.
6. Assist with the registration of new students including requesting and sending student records, setting up cumulative folders, and entering student data into appropriate databases or computer programs.
7. Assist with processing changes and adjustments to student schedules.
8. Serve as receptionist for counseling office.
9. Assist students, parents, and teachers including distributing testing, scholarship, and other college materials.
10. Assist counselor with scheduling of Admission, Review, and Dismissal Committee (ARD).
11. Receive, distribute, and ensure security and confidentiality of testing materials.
12. Process and transmit requests for student information.
13. Process new student records, including requesting transcripts and records from other schools. Set up cumulative folders.
14. Maintain physical and computerized records including student cumulative folders, progress and failure reports, class rosters, schedule changes and grade books.
15. Prepare student data information.
16. Assist counselors with the enrollment, withdrawals and transfers of students and process applicable records.
17. Coordinate free/reduce lunch, chapter, at risk, gifted and talented, ESL and similar program information as required.
18. Update new addresses and phone numbers for each student.
19. Demonstrate expertise in and complies with applicable federal, state and district policies and procedures. Able to research information and cite sources when requested.
20. Maintain a current filing system in accordance with district guidelines. Able to locate filed documents upon request.

21. Collect, deposit, disperse and account for all monies from student accounts in accordance with district student activity fund regulations.
22. Conduct monthly reconciliation of student activity and fund accounts. Prepare a monthly self audit (see activity fund regulation). Keep supervisor advised of monthly account balances and results of the self audit.
23. Maintain confidentially.
24. Meet regular and predictable attendance requirements.
25. Observe all safety rules and keep work area clean and orderly at all times.
23. Perform other duties, as assigned by the supervisor.

The above statements are intended to describe major job functions of the position and are not intended to represent an exhaustive list of all responsibilities, duties and skills required. The superintendent may assign additional duties when deemed appropriate.

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

NCISD 3/09