

West Orange-Cove CISD			
JOB TITLE: Middle School Guidance Office Clerk			
REPORTS TO:	Principal	JOB GRADE:	3.0
DEPT./SCHOOL:	Campus	SERVICE DAYS:	198
FSLA:	Non-Exempt		

PRIMARY PURPOSE:

The role of the guidance office clerk is to facilitate and implement the efficient operation of the school guidance department and provide clerical services for the guidance department staff.

QUALIFICATIONS:

MINIMUM EDUCATION/CERTIFICATION

High school diploma or equivalent

SPECIAL KNOWLEDGE/SKILLS

- Effective organizational, communication, interpersonal skills and effective office practices
- Proficiency in office records management and business writing
- Basic knowledge of office equipment
- Knowledge of basic accounting principles
- Knowledge of basic computer software skills (e.g. Microsoft Office applications and student management systems)
- Ability to work effectively with students, teachers, and parents

MINIMUM EXPERIENCE

Fifteen semester hours of college credit with some business orientation or equivalent business school training **OR**
 One year of general clerical/secretarial experience

PERFORMANCE OBJECTIVES:

- Demonstrate thoroughness, reliability, and a high degree of accuracy in performing work assignments.
- Work cooperatively with others and maintain a positive attitude in the work environment.
- Demonstrate initiative and good judgment in problem-solving and decision-making.
- Have good attendance and use time productively on the job.
- Keep informed of and comply with district and State policies, rules and regulations.
- Accept supervisory direction and strive to improve job skills.
- Demonstrate tact, courtesy and helpfulness in dealing with staff, students, parents and visitors to the building.
- Demonstrate professional standards in appearance and personal conduct.

ESSENTIAL FUNCTIONS - INSTRUCTIONAL:

- Perform routine office/clerical duties as assigned by the principal and counselor(s).

Middle School Guidance Office Clerk

- Greet new students and issue initial new enrollment packet.
- Serve as receptionist and schedule appointments for counselors.
- Provide services for students such as corridor passes or office request passes, and sign-in/sign-out sheet.
- Assist in preparation of materials and implementation of the campus testing program (STAAR, PSAT, etc.).
- Assist with preparation and dissemination of STAAR, end-of-six weeks bulletins, and counseling informational materials.
- Assist with grade collection worksheets and other work for grade reporting; assist with report cards and three-week progress reports.
- Reproduce, mail, and electronically distribute student cumulative folder information as needed.
- Assist with keeping a current library of college and vocational catalogs.
- Assist with student enrollment and withdrawal process.
- Order materials and supplies for the guidance department; duplicate materials for the guidance department.
- Assist with preparation and implementation of counselor-sponsored events (College and Career Night, awards ceremonies, etc.).
- Assist teachers with class roles and report cards.
- Perform other duties as assigned by the supervisors.

EQUIPMENT USED:

Computers and printers
Calculator and copy machine
All general office equipment

WORKING CONDITIONS:

Maintain emotional control under stress
Busy office environment - Daily interaction with teachers, students, parents, central office staff
Work with frequent interruptions

This document describes the general purpose and responsibilities of this position and is not an exhaustive list of all responsibilities, duties, and skills that may be required.

Signature

Date