

**West Orange-Cove CISD**

<b>JOB TITLE:</b> High School Guidance Office Clerk	<b>REFERENCE CODE:</b>
<b>REPORTS TO:</b> Principal	<b>JOB GRADE:</b> 3.0
<b>DEPT./SCHOOL:</b> Campus	<b>SERVICE DAYS:</b> 208
<b>FSLA:</b> 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, academic dean, counselors, and/or registrar

## Guidance Office Clerk

- Greet new students and issue initial new enrollment packet
- Serve as receptionist and schedule appointments for counselors and academic dean
- 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 all testing programs (SAT, ACT, TSI, PSAT/NMSQT, ASVAB, STAAR, etc.)
- Assist with dual credit application processes
- Assist with preparation and dissemination of STAAR and of end-of-six weeks bulletins
- 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 transcripts
- Order materials and supplies for the guidance department; duplicate materials for the guidance department
- Assist with announcing, processing and distributing college scholarship applications; keep a current library of college and vocational catalogs; assist with scheduling campus visits for armed services and college representatives; assist with College and Career Night invitations and programs
- Assist with preparation and implementation of counselor sponsored events (FAFSA night, dual credit night , scholarship awards night, 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.

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Signature

**DATE ISSUED/REVISED: 10/8/98 / 10/98 / 1/99 5/19**

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Date

**2 of 2**

