

Job Title:	<b>COUNSELOR ASSISTANT</b>	Reports to:	<b>Principal</b>
FLSA status:	<b>Non- Exempt</b>	Supervisor duties:	<b>none</b>
Classification:	<b>Classified</b>	Approved on:	<b>10/13/2020</b>
Position Summary:	Works with students to provide information concerning careers, continuing education, and postsecondary education financial aid.		

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Accurately demonstrate knowledge of district curriculum
- Disseminates information to students, including pamphlets, books, and audio-visual aids for the purpose of stimulating interest and discussion concerning careers, vocations, and continuing education
- Provides assistance to students in locating specific information and literature regarding careers occupational training programs, colleges, universities, and trade schools
- Assists students in the completion of various applications and educational financial aid forms
- Assists students in completing individualized tasks assigned by a school counselor
- Assists school counselors in establishing and maintaining student records; compiles, records, and updates routine reports as necessary
- Locates and acquires career and postsecondary education materials and assembles information packets for teachers for classroom use
- Maintains inventories of books and pamphlets and replenishes materials as necessary
- Responds to telephone inquiries concerning general guidance counseling activities.
- Other duties as assigned

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to communicate effectively verbally and in writing to people of all ages and backgrounds
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Communication skills and traits that promote a child friendly atmosphere and be able to maintain confidentiality.
- Ability to accept change, be flexible and show initiative
- Goal planning and time management skills are essential
- Knowledge of the principles and practices of guidance counseling, knowledge of occupational and educational guidance resources

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- HS diploma or equivalent required
- Two years experience clerical experience working in counseling department desired

**Computer Proficiency:** MS Office Suite, Google Suite

**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 the 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 required to reach with hands and arms. This position requires the use of strength to lift items needed to perform the functions of the job; sit, stand and walk for required periods of time; speak and hear; use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision; communicate effectively in English, using proper grammar and vocabulary. American Sign Language or

Braille may also be considered as acceptable forms of communication; the employee would be required to carry up to 20 pounds safely and could occasionally lift or move up to 50 pounds.

**WORK ENVIRONMENT:**

The position is exposed to a variety of childhood and adult diseases and illnesses; occasional exposure to a variety of weather conditions; exposure to heated/air conditioned and ventilated facilities; exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment; function in a workplace that is usually moderately quiet but that can be noisy at times.

*Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.*