

## **School Counseling Secretary**

*A complete application includes all application materials and proof of education.*

*Applicants must submit all required materials by the closing date.*

### **Description:**

This is a confidential clerical position in a school facility at the experienced level. An employee in this class, with general supervision from an assigned administrator, assists administrators and specialists in their work. Work is reviewed periodically for completeness, accuracy and timeliness.

### **Essential Job Functions:**

- Performs general secretarial tasks including, but not limited to: producing letters, data reports, etc. via the computer; makes photocopies, files, distributes mail, etc.
- Answers telephone communications and voicemail messages.
- Communicates in a positive and effective manner with staff, students, parents and/or visitors.
- Follows retention and disposal of student cumulative records as directed by HCPSS Student Records.
- Maintains confidentiality of student cumulative records in accordance with local, state and federal requirements.
- Retains and/or disposes of student cumulative records in accordance with requirements.
- Registers, enrolls, transfers or withdraws students at the middle school level.
- Assists with clerical tasks to support the school's Section 504 Team.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

### **Examples of Work:**

- Compose routine and error free correspondence for supervisor's signature; compose letters and compile reports as needed.
- Maintain a record retrieval system in accordance with school system standards.
- Ensure that forms are completed properly and verify that established criteria are met.
- Maintain student records to include student cumulative records and specialized records; request and fulfill same from former schools.
- Implement appropriate portions of the Family Educational Rights and Privacy Act.
- Schedule 504 meetings, communicate with parents and teachers and distributes 504 forms/documents.
- Answer phones and questions with the assigned scope of responsibility and refers other inquiries to cognizant individuals
- Operate various office machines, computers, copiers.

### **Minimum Qualifications:**

One year of general office experience OR an Associate's degree or equivalent may be substituted for the required work experience.

**Applicants must meet all of the qualifications listed herein, to be considered for the vacancy. Use the application, cover letter, and resume to specifically address each qualification.**

### **Education:**

High school diploma or equivalent

### **Required Knowledge, Skills and Abilities:**

- Strong human relation skills; consistent contact and interaction with administrators, co-workers, parents and the community.
  - Ability to communicate clearly and concisely in both written and oral form.
  - Ability to maintain confidentiality.
  - Ability to collaborate within a school setting.
  - Working knowledge of office management techniques, business English, spelling punctuation and grammar.
  - Operation and care of commonly used office machines, copiers, computers.
  - Ability to make basic math computations quickly and accurately.
  - Thorough knowledge of database word processing and spreadsheets.
- Maintain efficient office procedures and a system for keeping track of requested actions and reports
- Ability to meet timelines and perform multiple tasks.

### **Other Desirable Qualifications:**

Experience with Microsoft Office database applications. Experience working in a school setting.

Ability to keyboard at a moderate rate of speed.

### **Salary:**

This is a 10 month, Grade 8 position on the HCEA-ESP Secretaries and Assistants salary scale (<https://www.hcpss.org/f/employment/esp-agreement.pdf>) \$17.46 to \$31.33 per hour. Actual salary placement will be in accordance with the salary procedures of the Howard County Public School System. **Under the Fair Labor Standards Act, this position is not exempt from overtime.**

**Application:**

A complete online application and all application materials, including **two supervisor** reference surveys, must be submitted by the closing date to be considered.

Please be sure to include the following in your application materials:

- A complete listing of employment locations
- Dates of employment
- Names of direct supervisors
- High School diploma/transcript or College diploma/transcript (must be scanned and uploaded to the application)

For questions regarding this vacancy, please contact:

Natasha Mahasa  
Recruitment Specialist  
Office of Human Resources  
(410) 313-1521  
[Natasha\\_Mahsa@hcpss.org](mailto:Natasha_Mahsa@hcpss.org)

**Additional Information:**

There will be a pre-screening of all applicant credentials. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education that most closely match the position qualifications and the needs of the school system.

**Only applicants who submit all of the requested information by the closing date of the vacancy will be considered for this position.**

***Equal Opportunity Employer***

The Howard County Public School System (HCPSS) is an Equal Opportunity Employer. HCPSS ensures equal employment opportunity for all persons without regard to race, color, religion, national origin, sex, marital status, disability, sexual orientation, or political affiliation.