

**Stanwood-Camano School District  
Human Resources  
Job Description**

**TITLE: Secretary I – High School - Counseling**

**GENERAL SUMMARY**

Under the supervision of the principal, responsible for performing secretarial and office management duties.

**MINIMUM QUALIFICATIONS**

**Education and Experience**

High school diploma or GED ( General Education Degree); secretarial training or experience desirable; valid First Aid and CPR certificates required.

**Required Knowledge, Skills and Abilities**

Knowledge of general office procedures.  
Knowledge of filing, and record keeping.  
Knowledge and application of safety procedures related to performance responsibilities.  
Skills in public relations and confidentiality.  
Skills in verbal and written communication.  
Skills in computers and all office equipment.  
Ability to remain calm in stressful situations.  
Ability to be flexible, organized and manage time effectively.

**DUTIES AND RESPONSIBILITIES**

- Greets and provides information to staff, parents, students, and public via phone or in person.
- Assists principal.
- Manages office and priorities regarding students, faculty and counselor.
- Prepares correspondence for counselors.
- Maintain a scholarship file for students.
- Work with community regarding the Local Scholarship Program, organize the application process and distribute information to students.
- Organize Scholarship Award Night, follow-up with recipients/organizations for sending monies to appropriate place.
- Assists in state and national testing.
- Receives and directs students and parents in crisis situations.
- Enters student information into WSIPC to meet all requirements.
- Trains, supervises, and evaluates student office assistants.
- Performs other duties as assigned.

**SUPERVISOR:** Building Principal.  
**4/29/01**