

# HARLEM CONSOLIDATED SCHOOL DISTRICT #122

## Job Description

### Counseling Center Receptionist – Middle School

**Supervisor:** Building Administrator

**FLSA Status:** Non-Exempt

**Employee Group:** Secretarial

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#### Qualifications:

1. High school diploma or equivalent
2. Knowledge of Microsoft Office
3. Knowledge of common office software and equipment use

#### Terms of Employment:

- Nine and one half (9 1/2) month contract
- Eight (8) hours per day

#### Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

#### Duties:

1. Communicate effectively by phone and in person, with parents, staff and community members in a friendly and professional manner.
2. Call students from class and supervise while in the counseling center area.
3. Admit tardy students to class; process and distribute detentions.
4. Distribute homework request forms to teachers and compile the homework for the parent pick-up.
5. Type a variety of memos, letters and special reports for the counseling staff.
6. Select, train, and maintain student helpers.
7. Make appointments/arrangements for parent conferences with counselors.
8. Knowledge of multiple computer and other common office software and equipment use.
9. Keep current with best practices and requirements as they relate to your job assignment.
10. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.