

**BANKS SCHOOL DISTRICT  
JOB DESCRIPTION  
Student Success Mentor/Counseling Secretary**

**IMMEDIATE SUPERVISOR      Administrator**

**GENERAL DUTIES**

Support students in the areas meeting graduation requirements, credit recovery, as well as supporting the counseling department.

Oversee student 504 plans, academic testing, ASVAB, PSAT/SAT program, and attendance monitoring.

**REQUIRED QUALIFICATIONS**

- A. High school diploma or its equivalent. A valid Oregon Counseling and/or Teaching License is preferred but not required
- B. Passing score on a Paraprofessional Assessment or 2 years of college level courses (90 hours)
- C. Under the supervision of licensed staff, provide support to students through various mentoring activities.
- D. Be effective at building relationships with students and work collaboratively with families, teachers, and other adults and/or organizations to support students.
- E. Be flexible and have the ability to adapt to changing daily schedule while helping provide student support.
- F. Have strong organizational skills, ability to manage and track mentor roles and responsibilities.
- G. Proficient oral and written communication skills in English
- H. Proficient in the use of computer and Internet based applications, including but not limited to email and systems applications
- I. Cultivate and model a respectful working and learning environment
- J. Bilingual candidates and candidates experienced in working with bilingual students and families will receive preferential consideration.
- K. Experience working with children

## **ESSENTIAL RESPONSIBILITIES**

- A. Assists students in the development of education plans that are compatible with career and life goals.
- B. Advises students with the development of long-range education plans, selection of appropriate courses, and interpretation of institutional requirements and assessment of progress toward established career and life goals. Assists students with the development of decision-making skills, awareness of educational resources and reinforcement of self-direction in educational planning.
- C. Works collaboratively with teachers to support student learning.
- D. Able to develop strategies for keeping at-risk students on track for graduation.
- E. Assists students with admissions, enrollment, financial aid, and academic status.
- F. Facilitates and conducts new student orientations, Student Success workshops in student interest topics in collaboration with Career Center and counseling department.
- G. Manages high school 504 plans
- H. Assists students and their families in understanding school expectations and the benefits of educational experiences for their children
- I. Assist students in developing personal education plans and career goals.
- J. Daily student support with attendance, behavior, scheduling, and course performance
- K. Daily support of high school counseling department
- L. Attendance phone calls and monitoring overall student attendance
- M. Routine review of data to measure student growth and achievement
- N. Coordination of support services and community resources for families
- O. Oversees academic testing ASVAB/PSAT/SAT/ACT programs
- P. Clerical support and data entry for counseling department
- Q. Parent communication and scheduling for appointments with students and parents
- R. Member of 9<sup>th</sup> grade student success meetings
- S. After-school student support

Banks School District believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

## **PHYSICAL REQUIREMENTS**

In 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

F – Frequently (2.5 – 5.5 hrs per day)

NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)

C – Continually (5.5 – 8 hrs per day)

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting				X	
Stationary Standing				X	
Walking (level surface)				X	
Walking (uneven surface)				X	
Crawling	X				
Crouching (bend at knees)				X	
Stooping (bend at waist)				X	
Twisting (knees/waist/neck)				X	
Turn/pivot				X	
Climbing (stairs)		X			
Climbing (ladder)		X			
Reaching overhead			X		
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing			X		
Fine manipulation				X	
Using foot control	X				
*Pushing/Pulling Maximum weight: <b>40</b> lbs.			X		
*Lifting/Carrying Maximum weight: <b>40</b> lbs.			X		

\*Identify items typically moved:

**WORKPLACE EXPECTATIONS**

- A. Maintain regular and punctual attendance
- B. Follow site and/or District protocol for reporting absences
- C. Follow all District policies, work procedures
- D. Follow all reasonable requests/instructions by proper authority
- E. Maintain the integrity of confidential information relating to students, staff, and District operations
- F. Work independently in the performance of routine duties
- G. Make sound decisions
- H. Participate in required meetings and trainings related to the position
- I. Maintain required licenses/certifications and successfully complete required trainings for the position
- J. Utilize the District's electronic systems and applications related to the position
- K. Dress in a professional and appropriate manner for the assignment and work setting
- L. Demonstrate professionalism when working and communicating verbally and nonverbally with students, parents, and school personnel from diverse cultures and/or backgrounds
- M. Cultivate and model a respectful working and learning environment
- N. Report to other work sites on a temporary basis to fill a significant need as determined by a District level administrator

**EMPLOYEE STATEMENT**

"I have reviewed the above position description and understand its contents. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents. I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s)."

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date