

INTERNAL/EXTERNAL POSTING

POSTING DATE: September 29, 2025
POSITION: 1.0 COUNSELING OFFICE SECRETARY
Clawson High School
HOURS: 8 hours per day / 40 hours per week
[All teacher days plus 20 additional days]
REPORTS TO: Building Principal
STARTING DATE: ASAP
SALARY: As appropriate in accordance with the secretarial salary schedule in the Clawson Office and Support Personnel MEA/NEA Contract

Job Description

The counseling secretary must have an ability to file, maintain accurate records, accurately type, and use MiStar to access student records. It is necessary for this person to effectively communicate and work with administrators, teachers, parents, and students in person and by telephone.

Preferred Qualifications

- Possess High School Diploma or equivalent; Associates Degree preferred
- Promote positive public relations in the school community
- Model positive Clawson cultural standards
- Maintain confidentiality of information
- Effectively use a variety of office equipment and technology; experience using Google Workplace, Microsoft Office, email, and information system applications as well as working knowledge of cloud-based applications
- Follow directions and work independently
- Possess office experience requiring strong organizational skills, excellent spelling and grammar skills, as well as problem-solving skills
- Create and maintain effective records
- Demonstrate professional and personal characteristics necessary for working effectively with school personnel, students, and parents
- Learn additional computer software programs as needed for effective office operational functions
- Demonstrate emotional maturity and discernment of student concerns
- Collaborate with students, families, administration, co-workers, and the community

Responsibilities

- Field counseling office telephone calls, emails and student drop-ins
- Perform supportive function for the counselors
- Maintain student CA-60 files
- Maintain medical history/health alerts/immunization records in student data system
- Assist with Honors Night program and certificates
- Process college application requests in a timely manner; manage school Parchment account
- Schedule and maintain college and armed service visits
- Update scholarship postings in website, and facilitate applications
- Assist with testing arrangements and student standardized testing
- Collect forms for disciplinary hearings and government assistance paperwork
- Work with administration and counselor to construct master schedule in student data system and address student schedules as needed
- Maintain the counseling website
- Maintain the counseling office bulletins
- Coordinate student homework requests for long term absence
- Facilitate progress report grades, marking period grades, final semester grades, and credits
- Coordinate with our technical campus, our affiliated Center for Advanced Studies and the Arts, Oakland Community College and our affiliated online alternative education program for enrollment and grades
- Other duties as assigned by the building administration

Physical Demands

Posture and Movement

- Sitting and standing: Spending extended periods in a seated position at a desk while using a computer is a core requirement. However, some roles may also require alternating between sitting and standing, or standing for brief periods.
- Walking: The job may involve occasionally walking around the office to retrieve or deliver items, make copies, or move from one work location to another.
- Reaching: Secretarial work involves frequent reaching with hands and arms to use office equipment and retrieve files.
- Bending, stooping, and kneeling: These movements are occasionally necessary to access items in low-level filing cabinets or pick up dropped objects.

Fine Motor Skills

- Typing and data entry: The job requires repetitive use of wrists, hands, and fingers for keyboarding and using a mouse.
- Handling: The ability to handle, feel, and manipulate small objects and controls, like pens, staplers, and phones.
- Writing and grasping: Writing notes and using a firm grip to carry items like binders or files are common tasks.

Strength and Lifting

- Light lifting: Many secretarial roles require the occasional ability to lift and carry light objects, typically up to 10 or 25 pounds, such as boxes of paper or files.

- Pushing and pulling: This is required for opening and closing file cabinet drawers, as well as moving office chairs.

Vision and Hearing

- Visual acuity: Good close vision is necessary for reading and analyzing documents, viewing a computer monitor, and performing other detailed work.
- Hearing and speaking: The ability to exchange information and communicate effectively with co-workers and the public by telephone and in person is an essential part of the job.

Additional Requirements

- Coordination: Strong eye-hand coordination is needed for accurate data entry and other computer tasks.
- Travel: For some positions, physical demands may include occasional travel to offsite meetings or events.

Application Procedure – INTERNAL:

An internal candidate is considered to be an employee covered under the **Clawson Office and Support Personnel** bargaining unit. Please submit a letter of interest to Melanie.Post@clawsonschools.org by October 6, 2025, 4:00 PM.

Application Procedure – EXTERNAL:

Clawson is a member of the **Oakland Human Resources Consortium**. Please apply via <https://www.oakland.k12.mi.us/careers>

DEADLINE: Until filled

Clawson is an equal opportunity employer and fully subscribes to the principles of Equal Opportunity. The Civil Rights Act of 1964 and State and Local Laws prohibit discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, transgender status, age, marital status, disability, genetic information, or any other reason prohibited by applicable laws, in its programs, services, activities, or employment practices.

Affirmative Action/Equal Opportunity Employer

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex, (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as "unlawful harassment"), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

The Board will take affirmative action to ensure that applicants are employed and promoted without regard to their race, religion, color, handicap, sex, national origin, age, height, weight, or marital status.

The Superintendent has been designated to handle inquiries regarding the nondiscrimination policies.