

GUIDANCE TECHNICIAN**DEFINITION**

Under general supervision, to perform responsible, para-professional work for the guidance staff, including the high school student registration process; to provide comprehensive program planning information for students; to assist students with educational program planning, scheduling and class selection and/or changes; to handle a variety of highly sensitive and privileged matters.

EXAMPLES OF DUTIES

Serves in this position to relieve the professional staff of responsible detail work which is primarily clerical or procedural in nature; learns and thoroughly understands the registration and educational program requirements of the District and the State; monitors student programs at each grade level to ensure all requirements are met for graduation, notifying students and parents of course and program requirement deficiencies and furnishing information need to complete requirements; develops rapport with high school students and assesses their individual needs; answers inquiries from students, teachers or parents regarding grades, attendance, programs; maintains confidential records, proficiency scores, mandated test scores and other necessary records; demonstrates initiative; makes necessary decisions to refer students to the appropriate staff member; maintains records of class size; prepares input to the computer and utilizes computer prepared output reports; resolves programming errors; makes program changes as determined by guidance administration; schedules appointments with appropriate guidance staff as requested by students, teachers and parents; participates in staff meetings; trains and supervises student aides; and performs related duties as required.

MINIMUM QUALIFICATIONSKnowledge of:

Applicable state laws, District policies, procedures and other regulations governing student educational programs; modern office equipment and procedures, including modern data management and word processing; receptionist and telephone response techniques; letter, report writing and proofreading; English usage, spelling, grammar and punctuation; general principles of training and supervision.

Ability to:

Perform responsible clerical work related to registration, programming, guidance, student records; read and understand policies, rules, procedures, and other pertinent information; plan and organize student registration process; work cooperatively and deal tactfully with students, teachers, parents and administrators especially in stressful situations; communicate effectively, both orally and in writing; work under pressure and with frequent interruptions; plan, organize and supervise the work of others; effectively and efficiently operate computer assisted programs and systems; type at a net corrected speed of 50 words per minute; understand and carry out oral and written directions; establish and maintain cooperative working relationships. Oral and written fluency in Spanish is desirable.

Experience:

One year of responsible clerical experience, experience in dealing with students and young adults is desirable.

Education:

Equivalent to the completion of the twelfth grade, supplemented by clerical coursework and or training. Coursework in the behavioral sciences is desirable.

License: Valid California Motor Vehicle Operator's License.