

Escondido Union High School District Job Description

Job Title: Guidance Technician
Employee Unit: Classified Bargaining Unit
FLSA Status: Nonexempt
Job Family: Administrative Support and Related Classes
Salary Level: 23
Approved By: Board of Trustees
Approved Date: 06/15/99

SUMMARY

Provides clerical and paraprofessional assistance to Guidance Counselors by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Collects, organizes, and analyzes information about individuals through records, tests, interviews, and professional sources, to appraise their interests, aptitudes, abilities, as directed.

Participates in student enrollment process by assisting with data entry and program changes.

Assists with the student access to college, scholarship and career information.

Organizes the times, locations and materials required of the various testing programs such as Golden State, Competency, Advanced Placement.

Assists with the compilation of scholarship files and planning of awards nights.

Provides assistance as needed in the registration and orientation of students.

Performs other duties as assigned.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

One year certificate from college or technical school; and three to six years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, guidance records, student files and transcripts, procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. One person assigned to this position at each site will be required to have fluent bilingual skills in Spanish and English and will be compensated at Range 25 (two ranges higher).

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES Clerical and Administrative Support positions require a working knowledge of Microsoft computer applications, including Microsoft Word, Excel, GroupWise.

Must have knowledge of registration and enrollment procedures, modern office practices and procedures, computer operation, good oral and communication skills, as well as the ability to organize projects involving manipulation of time, space and materials. Must understand and communicate progress toward meeting graduation or post high school institutional requirements. Must be able to communicate effectively with counselors, students, staff and parents.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

COMMENTS

This individual must demonstrate a professional, caring demeanor that conveys to students, parents and staff the values of the Escondido Union High School District, and the desire to provide all students with the opportunity to develop to their full potential. Must demonstrate an understanding of and value for a culturally and ethnically diverse population.