



GUIDANCE TECHNICIAN OXNARD ADULT SCHOOL

Board Adoption Date: 09/13/23

BRIEF DESCRIPTION OF POSITION

The Adult School Guidance Technician, under the direct supervision of the assistant principal, assists in student registration, enrollments, record verification, and program guidance. The Guidance Technician serves all Adult Basic and Secondary Education Students (High School Diploma and High School Equivalency), English as a Second Language (ESL) and Career Technical Education (CTE) students who are identified as adult school enrollees and provides the requisite transcripts, records and other related documents for a seamless transition to adult school. The Guidance Technician supports the needs of special populations such as migrant, foster, homeless and disabled adults by directing them to appropriate services provided at adult school or community-based organizations (CBO).

ESSENTIAL DUTIES AND RESPONSIBILITIES

- a. Communicates all school requirements, regulations and expectations to students, staff and community.
- b. Knows and communicates the district's graduation requirements and provides these requirements upon request from proper authority. Refers students to Oxnard Adult School's Academic Counselor and/or Job Developer/Coach as needed.
- c. Collects teacher grades, reports, enrollments, and lists and distributes them to all appropriate personnel.
- e. Assists with developing course lists, brochures and class and HSE exam schedules.
- f. Coordinates the scheduling of appointments and important dates for Academic Counselors and Job Developer/Coach.
- g. Assists with the maintenance of lists of graduates, completers, students progressing from one level to another, job placements, job referrals, certificates awarded and state/national licensing exams as assigned.
- h. Participates actively in the preparation and implementation of adult school graduation each June.
- i. Assists with documenting the reasons for students leaving their assigned programs before completion including updating database systems, ASAP or TE, for purposes of state/federal reporting.
- j. Reviews and maintains paper/electronic cumulative records and transcripts for accuracy and completeness, as per written authorization.
- k. Maintains electronic records and/or student files pertaining to progress toward High School Diploma (HSD) and the High School Equivalency (HSE) programs.
- l. Assists in administration and evaluation of standardized tests to all adult students and other appropriate people, including but not limited to CASAS or HiSET assessments.
- m. Helps to maintain files/records on test scores and other related materials; performs a variety of clerical duties including typing, answering phones, and record keeping.
- n. Supports students in the office as they navigate the use of software to register for tests or create accounts.
- o. Operates a variety of office equipment such as a desktop/laptop computer and all applicable hardware and software, fax, copiers, printers, scanners, cash register, and calculators.
- p. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.
- q. Prints student recognition certificates.
- r. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Course offerings, graduation requirements, student academic and discipline files.
- Office terminology, procedures and equipment.
- Demonstrated ability to communicate orally and in writing (Spanish language skills required).

Ability to:

- Use basic keyboarding skills.
- Perform arithmetic calculations.
- Operate data management systems including but not limited to Synergy, ASAP, and TOPsPro/TE.
- Generate and have knowledge of state/federal reports.
- Meet and deal tactfully and professionally with students, staff and the public.
- Follow distinct and school policies and procedures.
- Follow oral and written directions.

REQUIREMENTS

WORK YEAR:	Classified Employee (11 months/8 Hours per day)
EDUCATION:	High School Diploma or GED (required) College Coursework (preferred) Bilingual in Spanish (required)
EXPERIENCE:	Increasingly responsible clerical experience (required)
OTHER:	Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print; depth perception to file; use hands and fingers to operate office equipment; speak clearly; and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks.
SALARY:	Adult Education Classified Employee Salary Schedule Range 13
BENEFITS:	Medical (employee contribution), 100% dental, vision and life insurance
WORKING CONDITIONS:	Office and school environment. May be subject to constant interruptions and frequent contact with students. Subject to occasional noise from computer operation, and visual exposure to computer screens.