

GUIDANCE TECHNICIAN  
Range 13

Description:

Under general supervision, does a wide variety of clerical work of average difficulty in a school or administrative office; performs related duties as required. Performs standardized duties involving scheduling or recording of student information on transcripts or securing routine status reports from the student information database for counselors or administrators.

Performance Responsibilities (Essential Functions):

Positions in this class are filled by advancement from the lower level class of Intermediate Clerk Typist or Intermediate Attendance Clerk, or, when filled from outside the classified service, require prior clerical experience. Works under general supervision, within a framework of established procedures, and is expected to perform a wide variety of typing and general clerical duties with only occasional instruction or assistance. Adequate performance at this level requires a knowledge of departmental and District's procedures and precedents and the ability to choose from a limited number of alternatives in solving problems. Work is normally reviewed only on completion and for overall result. Mistakes may often only become evident by complaints or from the appearance of substantial inaccuracies in departmental or District records. Employees in this class have frequent contact with students, teachers, site administrators and the public, answering a variety of questions or giving out information from established records.

Examples of Duties:

1. Build and maintain master schedule under the supervision of administrative and guidance personnel.
2. Build and maintain District testing schedule for individual schools under the supervision of administrative and guidance personnel.
3. Provide school personnel with reports requested for SST referrals and SERT/SART referrals.
4. Maintain and develop queries to run reports as requested by school personnel.
5. Maintain daily adds and drops for teachers.
6. Do schedule changes under supervision of counseling staff.
7. Perform counseling clerk duties as requested.
8. Process school report requests by State Department of Social Services, County Department of Children's Services, under the supervision of administration and counseling staff.
9. Coordinate and process appointments as requested by parents, staff, students and outside agencies.
10. Reviews transcripts for new students to screen for specified information/status as established by standardized procedures of the school.
11. Operates a computer to enter and extract data and information.
12. Uses word processing skills on a computer workstation.

13. Build and maintain an adequate system for access and use of cum files and records.
14. May be responsible to provide staff, parents and students with all pertinent information regarding enrollment and transfers of students and records.
15. Maintain group lists (band, vocal, etc.).
16. Track pertinent enrollment/attendance data for reports/statistical evaluations.
17. Produce school-opening lists for class placements. Print and distribute student schedules for school opening and trimester changes.
18. Generate appropriate data for awards/at risk categories such as 100% attendance, GPA lists, discipline reports, etc.
19. Prepare label runs/class lists/phone lists/data lists as requested by staff.

License Required:

Some positions may require the possession of a valid and appropriate California Driver's License.

Minimum Qualifications:

Knowledge of:

Modern office methods and equipment, various computer skills (i.e., District Student Software Systems, Word Processing, Spreadsheet) including the preparation of business correspondence, filing and standard office equipment operations; correct English usage, spelling, grammar and punctuation; arithmetic; basic methods, policies and procedures of the assigned work area.

Ability to:

Perform general clerical work of average difficulty with speed and accuracy; make arithmetic calculations with speed and accuracy; understand and carry out oral and written directions; work independently with confidential records and materials; develop and maintain cooperative relationships with those contacted during the course of work; type accurately at the rate of 45 words per minute from clear, legible copy; operate computer terminal, related software and peripheral equipment.

Ability to learn graduation requirements, grade level requirements, course prerequisites and sequencing, and other knowledge needed to create a master schedule, do enrollments and schedule changes.

Experience:

One year of experience performing varied clerical work,

-or-

Six months at or equivalent to the level of Intermediate Clerk Typist or Intermediate Attendance Clerk with Fontana Unified School District.

Education:

Equivalent to the completion of the twelfth grade.

9/00