

## RIVERSIDE UNIFIED SCHOOL DISTRICT

### CLASS TITLE: GUIDANCE TECHNICIAN (Range 22)

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform responsible para-professional work with the high school student registration process; provide comprehensive program planning information to students; assist students with educational program planning, scheduling, and class selection and/or changes; monitor students' four-year educational plan and graduation status; and perform related work as required.

#### **REPRESENTATIVE DUTIES:**

Establish, maintain and update student records and files to include information regarding grades, courses, transcripts, transfers and class schedules. *E*

Compile a variety of data and statistical information and input such information into the computer using appropriate codes and procedures. *E*

Review student records to verify proper placement of incoming students and eligibility for graduation. *E*

Screen students in counseling office; respond to routine problems/requests or refer students requiring services beyond para-professional level to appropriate certificated guidance staff. *E*

Retrieve student data and information from computer as requested by parents, teachers, students, counselors and others according to State and District policies and regulations. *E*

Assist parents and students in school registration activities, provide information regarding school schedules, regulations, policies, procedures, standards and requirements. *E*

Assist students in the selection of courses; make routine schedule changes. *E*

Assist counseling staff in consulting with students and parents regarding student behavior and attendance and monitor student performance under behavior and/or attendance contract. *E*

Direct the work of student aides in the Guidance Office. *E*

Assist counselors in compiling, evaluating, organizing and disseminating educational, vocational, scholarship and related career planning information. *E*

Review, evaluate and screen data or other information relieving counselors of routine tasks. *E*

Participate in workshops and in-service training; keep current with changes in registration, graduation, and college entrance requirements. *E*

Act as an information source to counselors, teachers, administrators, parents and students regarding established office/record keeping procedures and requirements. *E*

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Applicable state and federal laws, district policies, procedures, and other regulations governing student educational programs, student attendance, and confidential records;

Graduation requirements, course titles and content, District master course file, hours and credits and grading policies.

Correct English usage, grammar, spelling, punctuation and vocabulary;

Modern office practices and equipment and procedures, including filing systems and record-keeping;

Oral and written communication skills;

Operation of a personal computer and standard office machines;

Interpersonal skills using tact, patience and courtesy;

Telephone techniques and etiquette.

**ABILITY TO:**

Perform responsible clerical work related to registration, programming, guidance, student records, and attendance with a high level of organization and attention to detail;

Plan and organize the student registration process;

Deal tactfully, sometimes in stressful situation, with students and parents regarding requirement deficiencies and graduation status;

Type at a rate of 40 words per minute

Read, interpret, apply and explain rules, regulations, policies and procedures.

Operate modern office equipment including personal computer and standard office machines.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Plan and organize work.

Work independently with little direction.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

Understand and follow oral and written instructions.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: associates degree and two years experience in responsible clerical/secretarial work.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor work environment.

Constant interruptions.

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a computer keyboard and standard office equipment.

Standing and sitting for extended periods of time.

Hearing and speaking to exchange information.

Seeing to read and locate various materials.

Reaching overhead, above the shoulders and horizontally, or bending at the waist to file materials.