JOB DESCRIPTION

JOB TITLE: Counseling Technician

Job Family: Clerical/Secretarial Services

Range: 32

Job Purpose Statement/s: The job of " Counseling Technician" is done for the purpose/s of establishing, maintaining and updating student records and files at an assigned school counseling office; compile and process a variety of student data and statistical information for input into a computerized record keeping system; and assist counselors in the administration of established programs and procedures.

Essential Job Functions:

* **Establishes,** maintains and updates student records and files to include information regarding grades, courses, transcripts, transferals and class schedules.
* **Compiles** a variety of data and statistical information and inputs such information into the computer using appropriate codes and procedures.
* **Reviews** student records to verify proper placement of incoming students and eligibility for graduation.
* **Screens** students in Counseling Office; responding to routine problems/requests or referring student to appropriate source as necessary.
* **Retrieves** student data and information from computer as requested by parents, teachers, students, counselors and others according to State and District policies and regulations.
* **Assists** parents and students in school registration activities, providing information regarding school schedules, regulations, policies, procedures, standards and requirements.
* **Assists** students in the selection of courses; makes routine schedule changes.
* **Assists** counseling staff in consulting with students and parents regarding truancies and monitors student performance under truancy contract.
* **Assists** in administering and scoring aptitude/interest inventories and placement tests for assigned students; enters test scores into a computer terminal.
* **Directs** the work of student aides in the Counseling Office.
* **Assists** counselors in compiling, evaluating, organizing and disseminating educational, vocational, scholarship and related career planning information.
* **Reviews,** evaluates and screens data or other information relieving counselors of routine tasks.
* **Acts** as information source to counselors, teachers, administrators, parents and students regarding established office/record keeping procedures and requirements.

Other Job Functions:

* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements - Qualifications:

* **Experience Required:** Two (2) years experience in responsible clerical/secretarial work.

* **Skills**, **Knowledge and/or Abilities Required:**

  Skills: Typing/keyboarding accurately at a rate of 30 words per minute; operate standard office equipment including use of basic computer applications, use English in both written and verbal form, use correct spelling, grammar and punctuation.

  Knowledge of proper office methods, techniques and procedures including report writing and proper telephone techniques. Computerized record keeping methods and techniques; established District and office policies and procedures related to the maintenance of student records.

  Abilities to sit for prolonged periods, work independently, understand and carry out oral and written instructions, interact with persons of different age groups and cultural backgrounds. Significant physical abilities include reaching/handling/fingering, talking/hearing conversation, near visual acuity/visual accommodation. Operate standard office equipment including computer terminal, calculator, copy machine, printer, etc.; perform accurate mathematical calculations using basic addition, subtraction, multiplication and division.

* **Education Required**: High School diploma or equivalent.

* **Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance, negative pre-employment drug screen test and negative TB test results. Successful completion of District Proficiency Test. Valid California Driver's License.