
BRIEF DESCRIPTION OF POSITION:

Guidance Technician provides supportive clerical services for students under the direction of assigned administrator(s) and counselor(s). The Guidance Technician serves students who are pre-identified as high-risk or are on academic probation, as a result of credits, grade point average, attendance, and/or performances on multiple measures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- a. Communicates rules and expectations to parents and students.
- b. Knows the District's graduation requirements and provides information concerning these requirements upon request.
- c. Collects teacher communication/reports as needed.
- d. Provide assistance to parents with access to student's records and grades.
- e. Assists with student and or parent contact for participation in tutoring/remediation activities or study skills support.
- f. Coordinates the scheduling of tutoring/remediation activities or study skills support.
- g. Contacts parents of students who are not making satisfactory academic progress.
- h. Operates a counseling/guidance help desk, takes and directs phone calls and schedules appointments when appropriate.
- i. Implements cooperative working relationships with students, parents and staff.
- j. Makes schedule changes, as per written counselor authorization.
- k. Reviews cumulative records for accuracy and completeness, as per written authorization.
- l. Maintains records and/or student files as requested.
- m. Coordinates and organizes meetings requested by parents, teachers, counselors or administration relating to, academic progress, competency standing, or multiple measures.
- n. Assists in processing and organizing documents necessary to make alternative program referrals.
- o. Attends workshops and conferences to update educational guidance and group facilitating skills.
- p. Assist guidance personnel in the administration and scoring of achievement tests for pupils referred or enrolled in alternative education programs.
- q. Assist the counselor with small group guidance activities in areas such as: conflict resolution, anger management, peer mediation or substance abuse intervention.
- r. Collaborates with guidance personnel in implementing and supporting prevention and intervention programs as part of Multiple Tier Support System (MTSS).
- s. Assists guidance personnel with coordination of Parent Orientation and other guidance events for parents.
- t. Assist with incoming 9th grade and ongoing student enrollment and course registration.
- u. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

DESIRABLE QUALIFICATIONS:

A commitment to learning various strategies and interventions needed to assist students in making satisfactory academic progress.

KNOWLEDGE AND ABILITIES:

Knowledge of:

Course offerings, graduation requirements, student academic or multiple measures data.

Office terminology, procedures and equipment.

Demonstrated ability to communicate orally and in writing (Spanish language skills desirable).

Ability to:

Use basic keyboarding skills.

Perform arithmetical calculations.

Operate system commands on a microcomputer.

Meet and deal tactfully with the public, staff and students.

Follow school policies and procedures.

Follow oral and written directions.
Develop co-facilitator skills

EDUCATION AND EXPERIENCE:

Any combination equivalent to: completion of high school, supplemented by college coursework desirable. Must demonstrate increasingly responsible clerical experience based on prior work history.

PHYSICAL CHARACTERISTICS:

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. Physical effort is light to moderate with frequent periods of standing or walking. Limited handling of light weight parcels or office supplies is also required.

WORKING CONDITIONS:

School office environment.