

OXNARD UNION HIGH SCHOOL DISTRICT

GUIDANCE TECHNICIAN - ADULT SCHOOL

DEFINITION

The adult school guidance technician, under the direct supervision of the assistant principal, assists in student registration, enrollments, and record verification. The guidance technician serves all academic and vocational students who are identified as adult school enrollees and provides the requisite transcripts, records and other related documents.

STATEMENT OF TYPICAL DUTIES

- 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.
- 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 exam schedules.
- f. Coordinates the scheduling of appointments and important dates.
- 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. Assists with documenting the reasons for students leaving their assigned programs before completions.
- i. Reviews and maintains cumulative records and transcripts for accuracy and completeness, as per written authorization.
- j. Maintains records and/or student files pertaining to progress toward graduation and the General Education Development (G.E.D.).
- k. Assist in administration and evaluation of standardized tests to all adult students and other appropriate people.
- l. Communicate with site counselors on the attendance and achievement of concurrently enrolled students as needed.
- m. Archive all appropriate student records.

- n. Perform other related tasks and assume responsibilities as may be assigned by proper authority.

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DESIRABLE QUALIFICATIONS:

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

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 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.

EDUCATION AND EXPERIENCE

Any combination equivalent to: completion of high school, some 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.

WORKING CONDITIONS:

The work pace is rapid, with a large number of personal contacts to be made each day. 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.

Adopted: 6-24-98