

## GUIDANCE TECHNICIAN

### BASIC FUNCTION:

Under the direction of an Assistant Principal, perform a variety of responsible guidance activities to assure students meet graduation requirements; meet with students to schedule courses, discuss career interests and post-education plans, school performance, and related issues; serve as liaison between parents, students, staff, faculty and administration.

### REPRESENTATIVE DUTIES:

- Identify students with difficulty meeting the minimum requirements for graduation; review attendance, grades, behavior, attitudes, and discipline referrals and communicate with parents, teachers or others involved in the student's academic life; determine appropriate changes or referrals to be made; monitor progress of students and provide for proper follow-up. **E**
- Meet with students individually or in a group to discuss plans, goals and career interests; advise students regarding courses to take reflecting individual needs and status; complete registration forms and obtain proper signatures; assign course numbers to each class and career path requested by the student and maintain related software program. **E**
- Provide information to staff, administrators, parents and others regarding students, policies, procedures and other information related to assigned activities; research information as needed; disseminate information in a timely and accurate manner. **E**
- Attend a variety of meetings to maintain current knowledge of registration-related issues including, but not limited to, administrative changes, curriculum changes, prerequisite adjustments, UC approved course and related matters. **E**
- Evaluate student transcripts; conduct an inventory of courses completed and not completed; determine appropriate course of action for students passing or failing courses; contact students and parents as needed; assure students are meeting established requirements; review transcripts for repeated units or errors and report changes with the registrar; assure accuracy in the evaluation of transcripts. **E**
- Monitor attendance of students; make phone calls to parents and provide information regarding warnings, detentions, suspension and related school rules and policies; notify attendance office of contacts attempted or made; determine or participate in determining appropriate course of action for continually truant or tardy students according to established guidelines. **E**
- Oversee the registration of newly enrolled students; meet with new students to schedule classes; determine level of placement based on previous academic achievement indicated on students records; request records from schools as needed; conduct orientations for new students explaining policies and procedures. **E**
- Conduct or participate in parent, student, teacher, and administrator conferences; set up conferences requested by others; notify parties involved of date, time and location of meetings; prepare pertinent information including transcripts, progress reports, profiles, schedules and other information as requested; follow through on interventions outlined in the conference or refer students to appropriate individual or program. **E**
- Conduct Senior grade checks according to established procedures; prepare letters to parents regarding graduation status; provide referrals to credit recovery/alternative education programs as appropriate; maintain related records and forms. **E**
- Operate a computer and assigned software programs; operate office equipment as assigned. **E**
- Maintain current knowledge of information related to the field; read professional materials and attend conferences, workshops and meetings; distribute information to students and parents as appropriate.
- Meet with students regarding PSAT and SAT scores; discuss strengths, weaknesses, questions or concerns regarding tests; provide information regarding SAT and other workshops or resources available to improve scores or prepare for tests.
- Train and provide work direction to new staff.
- Evaluate transcripts for students considering summer school.
- Interpretation and analysis of mandated State tests such as CAHSEE, CELDT, CST, Common Core, and other State/Federal mandated tests for placement of students in appropriate courses.
- Perform related duties as assigned.

**KNOWLEDGE OF:**

Guidance office terminology, procedures and equipment.

Course curriculum, offerings, graduation requirements and prerequisites.

Alternative education programs to include On Track Credit Recovery (OTCR), Home School, Delta Continuation School, GED, Cal Safe, Independent Study and Adult Education.

Testing to include the California High School Proficiency Exam, CAHSEE, CELDT, CST, Common Core and assessment testing.

College admission requirements, financial aid, and post-secondary programs to include CTE Pathways program, University A-G requirements, NCAA Clearinghouse and NAIA (National Association Intercollegiate Athletics) requirements.

School policies and procedures, and laws, codes, rules and regulations related to assigned activities.

Operation of a computer and assigned software programs.

Interpersonal skills using tact, patience and courtesy.

Record-keeping techniques.

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

Oral and written communication skills.

**ABILITY TO:**

Perform a variety of responsible guidance activities to assure students meet graduation requirements and post-secondary goals or options.

Meet with students, parents and others to discuss a variety of related issues.

Make accurate and vital academic decisions regarding students.

Interpret, apply and explain school policies, procedures and protocol.

Prepare and maintain accurate files and records related to students.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Operate a computer and other office equipment as assigned.

Type 45 wpm net from clear copy; original certificate dated within 6 months is acceptable.

Plan and organize work.

Meet schedules and time lines.

Work independently with little direction.

Prepare and present oral and written reports.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: two years college-level course work in social sciences or a related field and three years related experience involving extensive student or public contact.

**WORKING CONDITIONS:****ENVIRONMENT:**

Office environment.

Constant interruptions.

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information in person and on the telephone.

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard.

Bending at the waist, kneeling or crouching to file materials.

Sitting for extended periods of time.

7/16/13

SMJUHSD

Range 22