



STOCKTON UNIFIED SCHOOL DISTRICT

CLASS TITLE: GUIDANCE TECHNICIAN

BASIC FUNCTION:

An incumbent in this classification receives supervision from an Assistant Principal, or Guidance Chairperson or designee. An incumbent in this classification is responsible for providing clerical and technical support and assistance to high school counselors and related guidance staff. May perform other related duties as required.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Performs a variety of responsible secretarial/clerical duties in support of counselors and coordinators of guidance related programs and/or services; establishes.

Prepares, and maintains files for a variety of reports and records.

Maintains appointment schedules, answers telephones, takes messages and greets students, parents and others in the guidance office.

Collects, compiles, and assembles a variety of data; inputs information into a computer utilizing appropriate codes and procedures.

Assists in the development, coordination, and monitoring of prevention and intervention programs.

Assists students in the completion of college entrance and financial aide applications.

Assists with the organization, and operation of the counseling office and in the delivery of counseling and guidance services which may include but are not limited to:

- Student orientation and registration
- Career exploration
- Student scheduling/course selection
- Parent awareness programs
- Conflict management programs
- College outreach programs
- Post-secondary programs
- Mentoring programs
- Scholarships

Guidance Technician – Continued

Greets and screens students and visitors in assigned office.

Responds to routine problems/requests, refers students and parents to appropriate offices, and schedules appointments with counselors as required.

Assist counselors in monitoring student grades, attendance, and behavior.

May direct and monitor work of student assistants.

Maintain regular and prompt attendance in the work place.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Proper English usage, grammar, punctuation, and spelling
- Modern office methods, procedures, and practices
- Record keeping methods and practices
- Techniques and methods of interacting with a diverse population of students, parents, and staff
- Oral and written communication skills.

ABILITY TO:

- Ability to understand and follow oral and written directions in an independent manner
- Ability to effectively communicate in both oral and written forms
- Ability to maintain a variety of student records and files
- Ability to maintain the confidentiality and security of sensitive records, reports, and correspondence
- Ability to operate standard office equipment including typewriter, computer terminal, calculator, copy and fax machines
- Ability to establish and maintain effective work relationships with students, staff, and members of the public
- Develop and maintain cooperative working relationships with those contacted in the course of work.
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described.

EDUCATION AND EXPERIENCE:

Completion of one year of college course work from an accredited college or university. And two years of responsible clerical experience in a school setting preferably at the secondary level responsible for the maintenance of student records. An additional year of relevant experience may be substituted for the required year of college course work.

Guidance Technician – Continued

License or Certificates

Possession of a valid typing certificate for 45 wpm.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

PHYSICAL DEMANDS:

Employee in this position must have/be able to:

- Enter data into a computer terminal/typewriter and operate standard office equipment.
- Sit for extended periods of time.
- See and read a computer screen and printed matter with or without vision aids.
- Hear and understand speech at normal levels and on the telephone, with or without hearing aids.
- Lift and/or carry up to 25 lbs at waist height for short distances.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.

HAZARDS:

Board Adopted: 1/11/05
CSEA Chapter 821
Salary Range: 37