

## **GUIDANCE TECHNICIAN**

### **SUMMARY**

Under the supervision of administration, the Guidance Technician supports the educational programs of the District by using considerable independent judgement to perform a variety of technical duties associated with registration, scheduling and testing, and data management and collection to allow progress monitoring for student achievement data for students at various grade levels and performs related work as required.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

**The following representative duties may be performed as a Guidance Technician at all levels:**

- Plan, prepare and assist with multiple awards ceremonies and events, including pre-event organization through post-event conclusion.
- Run reports and/or input data into various systems and perform a variety of clerical work to fulfill duties as required.
- In coordination with administrators, prepare, organize and supervise federal, state, and local assessments throughout the school year and provide support and/or training to staff as necessary.
- In collaboration with school counselor and administrators, support the school registration process.
- Assist students and parents with set-up and troubleshooting portals.
- Maintain and update school's guidance webpage.
- Act as liaison between site and community (i.e., service programs, organization meetings, and student service opportunities).
- Supports articulation between middle and high school.
- Promote positive school communication via various resources (i.e., website, newsletters, and School Messenger) with students, parents and community.
- Assist administrator with inputting information into Aeries.
- Update student cumulative records to ensure accuracy, completeness and compliance with state regulations and District policy and guidelines, when necessary.
- Assist with paperwork for summer school registration.
- Under the direction of administration, assist with scheduling of SSTs, 504s, etc.
- Attend educational conferences and trainings for professional development.
- Performs other related duties as required.
- Assist with PIQE parent program.
- Creates reports that assist in the appropriate placement of students, including intervention and specialized courses.

**The following representative duties may be performed as a Guidance Technician at the middle school:**

- Organize school tours for school of choice, new students, and incoming 6<sup>th</sup> graders.
- Plans and participates in 8<sup>th</sup> grade awards.
- Organize and prepare documents for fall registration.
- Provide school counselor with running list of new students.
- Ensure grade reporting is completed accurately.
- Assist with updating and revising course descriptions and elective guide.
- Assist with Operation School Bell or McKinney Vento to provide for students, when necessary.
- Check and verify CALPADS data for accuracy. Update when necessary working within established deadlines.
- Provide information to families regarding placement testing, and 9<sup>th</sup> grade matriculation.
- Assist with creation of master schedule, inputting classes into Aeries.
- Attend and participate in various meetings.

**The following representative duties may be performed as a Guidance Technician at the high school:**

- Assist with the updating of the school profile.
- Organize and assist with the Scholarship Committee.
- Plan and participate in graduation ceremony.
- Assist with the Saddleback College Partnership.
- Assist with CATEMA Program from Saddleback College.
- Assist with Seal of Biliteracy applications.
- Conduct and oversee Senior Survey.
- Organize visits of representatives from various colleges/universities.
- Work with administrator and school counselor to review and update NCAA and A-G Course Lists.
- Organize and prepare documents for fall registration.
- Support one-on-one advisement process with school counselors.
- Assist with the communication and organization of school tours.
- Assist with the planning and organization of first generation graduation ceremonies.
- Assist in the planning and organization of the Student of the Year and Scholar of Scholars recognition programs.
- Assists with planning, organization and running of elective fairs.

**The following representative duties may be performed as a Guidance Technician at the College and Career Planning Center:**

- Administers career assessment, skills, interest and personality tests.
- Reads and understands manuals in order to analyze and interpret career and skills assessments.
- Visits secondary schools to provide information on resources and programs available through the College and Career Planning Center.
- Research College programs, financial aid and scholarships using resources such as college manuals and the Internet.

### **MINIMUM QUALIFICATIONS**

**Knowledge of:** Information sources including but not limited to secondary education requirements, college entrance requirements, application procedures, testing, financial aid and scholarship opportunities, state and District educational program requirements, registration procedures, academic and vocational guidance, master scheduling; correct English usage, spelling, grammar and punctuation; modern office equipment including personal computers and routine clerical procedures; knowledge of Microsoft Office Suite (Word, Excel, PowerPoint), and Google Suite (Docs, Sheets, Slides).

**Ability to:** Communicate effectively, orally and in writing; perform various information dissemination and clerical procedures with accuracy; interact with students, teachers, and parents in a courteous, tactful, and business-like manner; work in a complex environment with many interruptions; maintain confidentiality of student information; use discretion and good judgment; use computers; enter data; have an appreciation and understanding of human diversity; understand and carry out oral and written instructions; establish and maintain cooperative working relationships; comply with the District's customer service standards as outlined in the Board Policy.

### **EMPLOYMENT STANDARDS**

**Education/Experience:** Any combination equivalent to: Two years of college level course work in education, business administration or a related field and one year experience working with secondary or post-secondary age students; successful experience in a secondary or post-secondary school educational setting in a capacity relevant to academic advisement is desirable. Two years' experience as a CUSD employee in a high or middle school guidance office may be substituted for one year of the college requirement for middle school only.

**License/Certificate Requirement:** Possession of a valid California Driver's License.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.