

**TITLE: GUIDANCE TECHNICIAN**

**QUALIFICATIONS**

Knowledge of

1. Computer literacy and proficiency in word processing and data entry, experience with SASI preferred.
1. District graduation requirements and college entrance requirements.
2. Correct English usage, spelling, grammar, punctuation, and math.
3. District policies, rules and regulations applicable to the counseling and guidance department
4. Numerical, alphabetical, and subject matter filing systems.
5. Proper office methods, techniques, and procedures including report writing and proper telephone techniques.
6. Safety rules and regulations for this position.

Ability to

1. Establish and maintain efficient record keeping/filing systems and prepare routine reports.
2. Relate well to a variety of individuals including students, parents, and staff.
3. Prepare complex reports.
4. Analyze situations and take appropriate action in a variety of procedural matters without immediate supervision.
5. Communicate effectively and tactfully in both oral and written forms.
6. Understand and carry out oral and written instructions without immediate supervision.
7. Type accurately at a rate of fifty (50) words per minute.
8. Understand and carry out directions in an independent manner.
9. Receive and give information over the telephone or in person in a courteous manner.
10. Communicate effectively and tactfully in both oral and written forms.
11. Be a productive and active team member.
12. Work successfully with diverse groups of people.
13. Present and maintain a pleasant appearance and demeanor.
14. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
15. Learn and follow the operations, procedures, policies, and requirements of counseling and guidance, and apply them with good judgment.
16. Exercise independent judgment and problem-solving skills related to specific areas or responsibility.
17. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Training and Experience

1. Education equivalent to the completion of the twelfth (12) grade.
2. Two (2) years of successful experience working in a public school office, secondary experience preferred or any combination of training and experience that could likely provide the desired knowledge and abilities.
3. Good work history and attendance.

**REPORTS TO:** Assigned Site Administrator

**JOB GOAL:** To maintain accurate student records and to assist the guidance counselors in working with students in order to take full advantage of the educational opportunities offered by the school and district.

**ESSENTIAL FUNCTIONS**

1. Becomes familiar with the counseling services available to students and with the role and function of the guidance counselor.
2. Maintains guidance department records and protects the confidentiality of these records.
3. Assists the guidance counselors with the registration and orientation of new students.
4. Prepares and maintains a log of school and/or community service activities/opportunities in which students participate.
5. Assists the guidance counselors in scheduling student and/or parent appointments.
6. Prepares and maintains student cumulative records.
7. Responsible for the coordination, preparation, and collection of progress reports and report cards.
8. Enters student data into the student record keeping system.
9. Arranges a variety of meetings, notifying participants, confirming dates and times, reserving meeting sites, and preparing materials needed at the meetings.
10. Maintains accurate and detailed calendar of events, due dates, and schedules related to counseling and guidance.
11. Receives, reviews, and verifies documents, records, and forms for accuracy, completeness and conformance to applicable rules, regulations, policies, and procedures.
12. Duplicates, collates, staples, and distributes material for students, parents, etc.
13. Follows district policies and procedures.
14. Participates in district in-service training as required.
15. Knows and understands the Mission and Core Values of the district.
16. Performs other related duties as assigned by the site administrator or designee.

**OTHER FUNCTIONS**

1. Prepares letters, reports, memos, and related documents from counselors' notes.
2. Assists the guidance counselors with the testing program.
3. Orders, stores, and issues supplies and material pertinent to the functions of counseling and guidance.
4. Directs students, parents, school and district staff, vendors or other appropriate parties regarding assigned office functions to the appropriate personnel.

**SPECIAL REQUIREMENTS**

1. Must use safety equipment and devices designated for this position.

**PHYSICAL ABILITIES**

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation. (approximately 60 decibels)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to climb slopes, stairs, steps, ramps, and ladders.
7. Able to lift up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
8. Able to carry up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
9. Able to push and pull objects weighing up to thirty (30) pounds.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
11. Able to exhibit full range of motion for shoulder abduction and adduction.
12. Able to exhibit full range of motion for elbow flexion and extension.
13. Able to exhibit full range of motion for shoulder extension and flexion.
14. Able to exhibit full range of motion for back lateral flexion.
15. Able to exhibit full range of motion for hip flexion and extension.
16. Able to exhibit full range of motion for knee flexion.
17. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.
18. Able to operate a motor vehicle in a safe and effective manner.

**TERMS OF EMPLOYMENT:** Twelve-month work year  
Classified bargaining unit member

**EVALUATION:** Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The assigned administrator will give the evaluation.

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| Approved by: | Board of Education | Date: | June 11, 1992     |
| Amended by:  | Board of Education | Date: | February 8, 1996  |
| Amended by:  | Board of Education | Date: | February 10, 2000 |

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A  
TOBACCO-FREE, DRUG-FREE WORKPLACE**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN  
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**