

Fallbrook Union High School District
Guidance Technician
Position Description

GENERAL DEFINITION

The Guidance Technician works collaboratively with professional educators and administrators in the area of counseling and guidance, whose main focus is on the optimum development and learning efficiency of the student. He/she will provide students with routine assistance related to scheduling, class selection, schedule changes and refers non routine matters, such as level changes, challenges to placement, and related matters to authorized credentialed staff. The technician will perform a variety of general clerical functions such as the input of information/data into the data management system, processing of transcripts, and other essential job-related work as required.

RESPONSIBILITIES

The Guidance Technician will:

- Assist counselors with orientation and registration of students for the new school year
- Assist the counselors and registrar with tasks related to graduation: senior check out, credit verification, scholarship and diploma processing
- Assist the Registrar with the maintenance of student records and processing of records requests, including those for transcripts
- Provide routine assistance to students regarding academic progress, class placement, scheduling and schedule changes
- Coordinate college rep presentations and college application workshops, and guide students through the college application process
- Assist with student testing: PSAT, OLSAT, AP, GSE, STARS, SAT
- Coordinate the procurement of homework assignments for absent students
- Work collaboratively with the attendance office to set up conferences for students having difficulty with discipline and/or attendance
- Assist counselors with special programs such as Link Crew, Upward Bound, AVID, PASS
- Complete routine clerical functions and other job-related work as required
- Communicate important dates and deadlines to students, parents and staff

QUALIFICATIONS

- Minimum of a high school diploma and two years of office work including responsible experience involving student contact at the secondary level
- Knowledge of the operation of a secondary school guidance office
- Knowledge of the policies and regulations pertaining to student enrollment, graduation requirements, student records, scheduling, testing

- Ability to enter/retrieve data from computer files and perform word processing at a minimum of 30 wpm
- Communicate effectively both orally and in writing

SALARY RANGE

Range 14
11Months
Full Time

SUPERVISOR

Vice Principal-Guidance Department