

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: GUIDANCE/PROGRAM TECHNICIAN I

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of specialized guidance, clerical support, and programming duties to assist administrators, counselors, students and parents in a variety of areas to sustain a quality counseling/guidance program; advise and confer with students, teachers, counselors, administrators, parents and others. Provide technical support to all administrative, guidance and classified staff in the use of the computerized student information system.

REPRESENTATIVE DUTIES:

Perform advanced functions utilizing the District's computerized student information system, including, but not limited to, schedule building, generating special reports and implementing program/schedule changes.

Review and evaluate incoming transcripts to assist in determining appropriate grade placement and planning.

Assist students and parents in the selection of appropriate courses.

Resolve scheduling conflicts or refer to counselor as appropriate.

Assist, and/or in consultation with, administrators, develop and maintain the school master schedule.

Balance class loads as assigned.

Work with students, parents and staff to facilitate program changes.

Co-facilitate support groups under appropriate supervision.

Assist in crisis intervention by referring to appropriate school/District personnel.

Compile and maintain failure lists, special placement/retention lists.

Organize the grade reporting process at five week intervals including generating computer reports and updating history files.

Prepare and maintain a variety of detailed records, files and reports regarding student registration and eligibility for promotion; maintain confidentiality of records and information.

Review student records to ensure that coursework completed meets requirements for promotion.

Coordinate and monitor progress checks; assign detention for non-compliance as directed.

Facilitate communication among students, parents, faculty and staff.

Research and collect data for counselors in preparation for Individual Educational Plans and student Study Teams.

Communicate with counselors, support staff and teachers to maintain and update special program records.

Record home information and relevant test scores on Individual Education Plans (IEP's) and Individual Student Educational Plans (ISEP's).

Coordinate the organization and administration of standardized testing, including, but not limited to, testing of ESL students as directed.

Monitor student behavior in the counseling office and assist in supervision as directed.

Provide work direction and guidance to student assistants as assigned; assist in supervision of students who provide computer services to office.

Confer with counselors, administrators, teachers, parents and students; provide information regarding registration, schedule changes, testing, promotion and graduation requirements and other related activities; organize new student registration in the Fall as directed.

Assist with preparations for promotion ceremonies and other related activities.

Maintain current knowledge of District and State requirements and applicable codes and laws and ensure compliance with established regulations and timelines.

Assist with tardy procedures including follow up on assignment of detention.

Operate a variety of office equipment including typewriter, adding machine, duplicating equipment and computer and/or wordprocessing hardware.

Perform follow-up activities in person and on the telephone with students, teachers, parents, counselors and representatives of community agencies.

Attend a variety of meetings, workshops and community resource seminars.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

State and district requirements for graduation and promotion.

District policies and procedures related to position.

State and district regulations regarding student placement and curriculum.

Program definitions and requirements.

Record-keeping techniques.

District organization, operations, policies and objectives related to job.

Oral and written communication skills.

Applicable sections of the State Education Code and other applicable laws.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

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

ABILITY TO:

Perform a variety of technical duties concerning student coursework, grades and enrollment.

Organize, compile and evaluate data pertaining to student coursework, grades and enrollment.

Operate a variety of office machines such as typewriter, adding machine, duplicating equipment and computer and/or wordprocessing hardware.

Work independently with little direction.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Read, apply and explain rules, regulations, laws and policies pertaining to position.

Make arithmetic calculations quickly and accurately.

Understand and follow oral and written directions.

Work cooperatively and effectively with others.

Type at 50 words net per minute from clear copy.

Maintain complex records and prepare reports.

Communicate effectively orally and in writing.

Complete work with many interruptions.

Work confidentially with discretion.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and four years of increasingly responsible clerical experience, including at least two years in a counseling office and college coursework in psychology, sociology or related field.

WORKING CONDITIONS:

School office environment.