

GUIDANCE SPECIALIST

DEFINITION

Under general supervision, performs responsible para-professional work with the high school student registration process; provides comprehensive program planning information to students; assists students with educational program planning, scheduling, and class selection and/or changes; monitors student's Academic Recognition Program, and graduation status; and performs related work as required.

CLASS CHARACTERISTICS

Positions in this class function to relieve administrators and guidance psychologists of responsible detail work, which is primarily clerical, procedural, and/or confidential in nature. Successful performance requires that the incumbent learn and thoroughly understand the registration and educational program requirements of the assigned school, the District, and the state; be able to do detailed clerical work with accuracy; work independently; demonstrate initiative; provide positive guidance services to students, parents, and staff, and use good judgment in providing a para-professional level of support services. Some positions in this class may be required to read, write, and/or speak a second language.

EXAMPLES OF DUTIES

Pre-registers current students in appropriate classes; meets with parents and students for new student orientation and registration process. *E*

Provides comprehensive program planning information over the telephone or in person to students, parents, and community; assists students with planning, scheduling, and class changes. *E*

Refers students requiring services beyond the para-professional level to appropriate certificated guidance staff. *E*

Meets with feeder school population for orientation and pre-registration. *E*

Participates in classroom guidance units. *E*

Develops four-year educational plans for all students by the sophomore level and updates the educational plans annually; identifies students with credit or subject deficiencies and works with students and staff to prepare a remedial graduation plan. *E*

Researches and reviews a variety of confidential information such as verification for residency, evidence of date of birth, IEP requirements for special education students, transcripts, grades, and test scores. *E*

EXAMPLES OF DUTIES (cont.)

Operates a computer to enter and retrieve information; resolves programming errors through extensive review of data processing reports; reviews student schedules and course offerings for accuracy. *E*

Communicates with parents and students regarding educational opportunities and makes appropriate course changes as needed. *E*

Provides feedback to the planning and implementation of the master schedule; reviews/updates registration information regarding local course offerings and course codes. *E*

Participates in workshops and in-service training; keeps current with changes in registration, graduation, and Academic Recognition Program requirements; when requested, attends "student study team" and/or IEP's. *E*

Maintains records and prepares routine written reports; performs a wide variety of routine and responsible clerical work, including typing. *E*

Alerts appropriate staff to potential supervision, attendance, and academic concerns. *E*

Supervises student aides. *E*

Assists with other guidance functions in registrar's office and attendance. *E*

Translates and interprets for non-English speaking students as assigned. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Applicable state and federal laws, District policies, procedures, and other regulations governing student educational programs student attendance, and confidential records;
2. Modern office equipment and procedures;
3. Report preparation and correspondence methods;
4. English usage, spelling, grammar, and punctuation;
5. Record keeping; and
6. General principles of supervision and training.

Ability to:

1. Perform responsible clerical work related to registration, programming, guidance, student records, and attendance with a high level of organization and attention to detail;
2. Read, understand, and apply with good judgment the policies, rules, procedures, and techniques applicable to the assigned guidance area;
3. Plan and organize the student registration process;

Ability to: (cont.)

4. Deal tactfully, sometimes in stressful situations, with students and parents regarding requirement deficiencies and graduation status;
5. Work cooperatively with guidance staff, faculty, and administration;
6. Independently make reports and keep accurate records;
7. Communicate clearly, both orally and in writing;
8. Work under pressure and with frequent interruptions;
9. Read, write, and/or speak a second language may be required of some positions in this class;
10. Operate a typewriter and a computer proficiently with Windows-based applications;
11. Supervise the work of others;
12. Understand and carry out oral and written instructions;
13. Establish and maintain effective relationships with those contacted in the course of work; and
14. Perform complex or varied tasks.

EDUCATION

Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education. Completion of college course work is desirable.

EXPERIENCE

Experience in dealing with students and parents, previous experience in a responsible clerical position;

or

Two years of clerical experience at or above the level of Senior Clerk Typist with the Huntington Beach Union High School District and computer skills using Windows-based applications.

WORKING CONDITIONS

Environment:

Indoor work environment; subject to constant interruptions.

Physical Abilities:

Dexterity of hands and fingers to operate standard office equipment and standard office machines; standing for extended periods of time; hearing and speaking to exchange information.

Revised: 7/81
7/94
6/98