

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: GUIDANCE TECHNICIAN - BILINGUAL

BASIC FUNCTION:

Under the direction of the Principal or designee, perform technical duties in support of District counseling and enrollment programs and activities; support District staff with assessment testing processes, schedules, data collection, reporting, and distribution activities; update and maintain student scheduling, enrollment, and testing data in the student information system and other databases.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform technical duties related to District student counseling, scheduling and enrollment programs and activities; input, update and monitor scheduling data such as course requests and class enrollment data for the master schedule.

Assist the administrators in the coordination, preparation, distribution, data collection, and reporting of numerous standardized tests; extract data to determine test booklets to be ordered, students to be tested and determine special testing accommodations; create spreadsheets; inventory, safeguard and ensure proper handling of confidential test materials; collect, process, package and coordinate shipping of testing materials for scoring; ensure answer sheets are properly coded for submission to the testing agency.

Apply rules, regulations and procedures related to the testing program; read manuals; remain current on District, State, federal and individualized test requirements; implement standardized examination processes; research testing regulations and guidelines; provide support to administrators with testing administrations.

Input, maintain, update, reconcile and extract data from assigned student information and other systems; prepare and maintain customized reports including grade reports for administrators, faculty and staff; extract and compile data for guidance related reports and activities.

Perform tasks in support of the office including responding to e-mails, faxes and phone inquiries, and duplicating materials; greet and assist staff and visitors to the office; compose written correspondence; organize and maintain reference binders, and various files and forms; maintain documentation in students' cumulative folders and maintain confidentiality of records.

Receive, process and maintain Technology Agreement forms.

Communicate with parents/guardians, students, staff, outside agencies and administrators to coordinate activities and disseminate information related to assigned activities; communicate

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orally and in writing in a designated second language as assigned.

Attend staff meetings, webinars and workshops related to assigned activities and systems.

Operate office equipment including a copier, fax machine, telephone, computer and assigned software applications.

Assist staff with data troubleshooting, maintain accurate accounts of data.

OTHER DUTIES

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, practices and terminology used in test administration.

Technical aspects of the school testing, attendance, counseling and scheduling processes and programs.

District attendance and guidance policies.

Applicable laws, codes, rules and regulations related to school attendance, counseling and testing.

Operation and use of computer and assigned software applications.

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

Record-keeping, filing and proofing techniques.

Modern office practices, procedures and equipment.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

ABILITY TO:

Perform technical duties in support of site counseling and enrollment programs and activities.

Support site staff with assessment testing processes, schedules, data collection, reporting, and distribution activities.

Update and maintain student scheduling, enrollment, and testing data in the student information system and other databases.

Answer telephones and greet visitors.

Assist administration in the coordination, preparation, distribution, collection and scoring of standardized tests.

Work independently with little direction.

Apply laws, codes, rules and regulations related to testing programs.

Communicate effectively both orally and in writing in English and a designated second language as assigned.

Operate a variety of office equipment including computer equipment.

Type or input data at an acceptable rate of speed.

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Establish and maintain effective working relationships with others.
Develop and meet schedules and time lines.
Work with many interruptions.

**EDUCATION AND
EXPERIENCE:**

Graduation from High School or its equivalent and three years of increasingly responsible administrative or clerical experience including some experience in the maintenance of student data/records.

**WORKING
CONDITIONS:**

ENVIRONMENT:

Office environment.
Constant
interruptions.

**PHYSICAL
DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.
Sitting for extended periods of time.
Hearing and speaking to exchange information in person and on the telephone.
Bending at the waist, kneeling or crouching to file materials.
Lifting, carrying, pushing or pulling testing
materials.
The ability to see to read a variety of materials.

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