

NOVATO UNIFIED SCHOOL DISTRICT

TITLE: COUNSELING TECHNICIAN

SALARY: RANGE 27 – CLASSIFIED SALARY SCHEDULE

BASIC FUNCTION:

Under the direction of an assigned site administrator, perform a wide variety of secretarial duties to relieve counselors of administrative detail; greet and assist students, staff and visitors; assist counselors with monitoring student grades, attendance, behavior, and promotion requirements.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a wide variety of secretarial duties to relieve counselors of administrative detail; assist in assuring delivery of counseling and guidance services to students; assist in creating a healthy and helpful environment; ensure smooth and efficient office operations.

Assist students with the completion of forms, applications and documentation related to counseling activities; verify accuracy and completion of forms.

Assist counselors with monitoring student grades, attendance, behavior and promotion requirements; compile information and data and prepare reports as directed; provide progress reports to counselors; make schedule changes for students; support counselor in recommending alternatives to students needing to make up courses; process enrollment and other data for new students; collect and process related documents; print transcripts.

Maintain, process and update class schedules; ensure student enrollment compliance with established guidelines; conduct semester schedule changes as required; transfer students to appropriate classes; may assist with the maintenance and input of the master schedule.

Maintain student information in an assigned database; update emergency cards as required; verify addresses and phone numbers and ensure the accuracy of input data; input information related to rights notification forms as assigned by the position; ensure accuracy of CALPADS information.

Coordinate and schedule registration functions as assigned; support presentations to students and individual appointments with counselors, students and parents in accordance with established policies and procedures.

Type a variety of materials including forms, letters, information packets, locator cards and referrals; input data into computerized student information system; duplicate materials; extract data for records and reports as requested; establish and maintain office files.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- ▶ Data control procedures and data entry operations.
- ▶ Modern office practices, procedures and equipment.
- ▶ General terminology, practices and procedures of assigned office.
- ▶ Record-keeping and filing techniques.
- ▶ Interpersonal skills using tact, patience and courtesy.
- ▶ Oral and written communication skills.
- ▶ Telephone techniques and etiquette.
- ▶ Correct English usage, grammar, spelling, punctuation and vocabulary.
- ▶ Principles and practices of data processing.
- ▶ Operation of a computer and assigned software.
- ▶ Mathematic calculations.

ABILITY TO:

- ▶ Assist in assuring delivery of counseling and guidance services to students.
- ▶ Understand and relate to students with special needs and of diverse backgrounds.
- ▶ Perform a wide variety of secretarial duties to relieve counselors of administrative detail.
- ▶ Assemble, organize, and prepare data for records and reports.
- ▶ Complete work with many interruptions.
- ▶ Answer telephones and greet the public courteously.
- ▶ Type or input data at an acceptable rate of speed.
- ▶ Make arithmetic calculations quickly and accurately.
- ▶ Communicate effectively both orally and in writing.
- ▶ Understand and follow oral and written instructions.
- ▶ Establish and maintain effective working and cooperative relationships with others.
- ▶ Prepare and maintain a variety of reports, records, and files.
- ▶ Operate standard office equipment including a computer and assigned software.
- ▶ Meet established schedules and time lines.
- ▶ Maintain confidentiality of sensitive and privileged information.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years of increasingly responsible clerical experience involving public contact and record keeping.

OTHER REQUIREMENTS:

- ▶ Department of Justice fingerprint clearance.
- ▶ TB clearance.

WORKING CONDITIONS:

ENVIRONMENT:

- ▶ Office environment.
- ▶ Constant interruptions.

PHYSICAL DEMANDS:

- ▶ Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- ▶ Seeing to read, prepare and ensure the accuracy of a variety of materials.
- ▶ Hearing and speaking to exchange information in person or on the telephone.
- ▶ Sitting or standing for extended periods of time.
- ▶ Bending, crouching, kneeling and stooping to reach materials.
- ▶ Reaching overhead and horizontally to retrieve and store files and supplies.