

## **NOVATO UNIFIED SCHOOL DISTRICT**

**TITLE: COUNSELING TECHNICIAN**

**SALARY: RANGE 29 – CLASSIFIED SALARY SCHEDULE**

### **BASIC FUNCTION:**

Under the direction of the Principal, 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 needing to make up courses; process enrollment and other data for new students, including assisting parents and students to facilitate enrollment processes; collect and process related documents; print transcripts.

Maintain, process and update class schedules; ensure student enrollment compliance with established guidelines; conduct semester or other schedule changes as required including withdrawing exiting students and enrolling new students; 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.

Under the direction of an assigned administrator, maintain accuracy of CALPADS reporting through updates and periodic submissions; update and maintain staff, staff assignment, course section enrollment and demographic data.

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.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

- ▶ Modern office practices, procedures and equipment.
- ▶ Correct English usage, grammar, spelling, punctuation and vocabulary.
- ▶ Oral and written communication skills.
- ▶ Interpersonal skills using tact, patience and courtesy.
- ▶ Record-keeping techniques.
- ▶ Basic report preparation methods.
- ▶ Telephone techniques and etiquette.
- ▶ Basic public speaking techniques.

**ABILITY TO:**

- ▶ Perform a wide variety of secretarial duties to relieve counselors of administrative detail.
- ▶ Assist in assuring delivery of counseling and guidance services to students.
- ▶ Establish and maintain a variety of records and files.
- ▶ Compile and verify data and prepare reports.
- ▶ Understand and relate to students with special needs and of diverse backgrounds.
- ▶ 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 records and reports.
- ▶ Operate standard office equipment including a computer and assigned software.
- ▶ Maintain records and files.
- ▶ Meet established schedules and time lines.

**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.

***Novato Unified School District prohibits, at any district school or school activity, discrimination, harassment, including sexual harassment, intimidation, and bullying, based on actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics. This shall apply when applicable, to interns, volunteers, and job applicants.***

***For questions, concerns or complaints, please contact the District Equity and Title IX Compliance Officer: HR Administrator; 1015 Seventh Street, Novato, CA 94945; (415) 493-4207; hradmin@nUSD.org.***