



Sequoia Union High School District

Job Description

JOB TITLE:	Guidance Information Specialist
REPORTS TO:	Instructional Vice Principal
CLASSIFICATION:	Classified
SALARY SCHEDULE:	13.0
WORK - YEAR / HOURS:	11 months / 7.5 hours
LOCATION:	Various
BOARD APPROVAL:	

DEFINITION

Under general supervision of the Guidance Advisors, provides a variety of responsible paraprofessional and detailed clerical/procedural guidance services for high school students, performs document preparation and review, reception, recordkeeping and reporting, and/or specialized processing related to the guidance department to which assigned. Provides students with routine and day-to-day educational program considerations, i.e. scheduling and schedule changes; refers non-routine matters, such as level changes, challenges to placement and related matters to authorized credentialed staff and performs other essential job-related work as required.

DISTINGUISHING CHARACTERISTICS

Ability to: provide paraprofessional guidance services to high school students; assists and facilitates activities relating to guidance function; provides technical information and assistance to Guidance Advisors, faculty, students, and parents; assists students with program changes, registration, enrollment, and college entrance procedures, makes routine prudent decisions; effective communication skills, including listening skills, group, and one-on-one oral communication, as well as written communication skills.

This is an advanced journey-level class encompassing a wide variety of clerical assignments. Incumbents may work in a school and may perform either a variety of general office work or a more narrow range of specialized duties. Although specific tasks vary according to assignment, positions are characterized by the performance of the more complex or technical clerical duties requiring specialized knowledge and skills, and the exercise of a high degree of independent judgment.

This class is distinguished from the classes of Secretary and School Secretary in that the latter two classes provide secretarial and administrative support to a district-wide or school administrator, respectively. Although the Information Specialist, may perform some secretarial duties, the preponderance of duties involve general clerical and specialized program support tasks.

EXAMPLES OF DUTIES

1. Under the supervision of the Guidance Advisor, participates in the enrollment process by assisting students with education program planning; provides assistance to students in the proper selection of classes and makes routine program changes for students; refers matters requiring departure from standard procedure to credentialed authorized staff; maintains records of class loads, ensuring balanced classroom loading.
2. Tracks students progress toward graduation; monitors progress of high-risk students; monitors student programs at each grade level to ensure requirements are met for graduation; informs students and parents regarding course and program requirements, providing information on necessary actions to meet requirements.
3. Plans, schedules and performs a variety of complex clerical work related to the specialized function to which assigned; processes forms, applications or procedures and/or conducts transactions requiring detailed knowledge of the unit's functions, rules, procedures, policies, precedents and activities.
4. Assists credentialed guidance staff in summer conferencing of new students and post-tenth grade programming, outlining the four-year plan and providing information regarding courses and levels of instruction information about graduation requirements and various school and District policies.
5. Receives and replies to oral and written requests for information, often of a specialized or sensitive nature, requiring the use of discretion and judgment in explaining program and/or District policies, procedures, regulations, functions and activities;
6. Establishes, organizes and maintains filing and graduation check systems
7. May schedule appointments and meetings and maintain Guidance calendars; compiles, enters, and retrieves data from computer systems; generates, compiles reports and forms; operates standard office equipment; and performs related clerical tasks.
8. Participates in production of in-house, guidance-related publications; prepares and maintains a variety of guidance-related records and routine written reports.
9. Participates in guidance related activities, such as, testing, award ceremonies, graduation etc.
10. Disseminates college and post secondary information related to making the option of college attendance available to all students
11. Works with parents and students to provide information on post secondary options.
12. Interprets PSAT, SAT, and other College testing scores to students and parents.
13. Encourages underrepresented students to enroll and be successful in advanced courses.

QUALIFICATIONS

Knowledge of:

- Knowledge of educational program requirements of the District and state; registration and enrollment procedures; graduation credits and requirements; College entrance requirements, modern office practices, procedures, and equipment: computer terminal operation, correct

English usage, grammar, spelling, punctuation, and vocabulary, efficient and accurate typing and office skills.

Skill in:

- Working independently to perform a variety of complex clerical work with speed and accuracy.
- Interacting effectively with a diverse school community.
- Accurately typing, word processing at a rate of 45 words per minute.
- Compiling, organizing, composing, maintaining, and disseminating a variety of information, reports, correspondence and records.
- Clearly and correctly writing, reading and speaking in English.
- Analyzing situations and applying policies, procedures, regulations and practices to effect appropriate actions.
- Organizing, coordinating and prioritizing work activities.
- Operating standard office equipment including computers.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Understanding and applying relevant laws, policies and other guidelines associated with assigned functional area(s).

A typical way of acquiring the required knowledge, skills and abilities might be:

Equivalent to graduation from high school, and two years of clerical experience, at least one of which was equivalent to an Office Assistant.

PHYSICAL REQUIREMENTS

The physical abilities required of this classification may include the following:

- Vision which can be corrected to a level sufficient to successfully read hand-written, typed and computer-generated information and data, as well as computer terminal displays.
- Hearing and speech ability sufficient to enable communication by telephone and in person.
- Manual dexterity sufficient to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.).
- Physical ability to reach, bend and grasp in order to file and retrieve materials.
- Physical ability to sit or otherwise remain stationary at work post for long periods.

OTHER REQUIREMENTS

May require a valid California Driver License, and willingness and ability to travel to various sites within the Bay Area.

Some positions may require the ability to speak, read and write in a language other than English.