

# East Side Union High School District

## **Job Title: Counseling Technician**

### **Description of basic functions and responsibilities:**

To establish, maintain, and update student records and files at an assigned school counseling office; to compile and process a variety of student data and statistical information utilized in a computerized record keeping system; and to assist counselors in the administration of established programs and procedures. Employees in this classification report to the head counselor and receive general supervision within a framework of standard policies and procedures. This job class exercises responsibility for the accuracy of student files and records and for providing clerical support and assistance to counselors, teachers, and school administrators.

**Supervisor:** Administrator with input from Head Counselor

### **Typical Duties:**

Establishes, maintains, and updates individual student's permanent records, and data files to include courses, transcripts, test scores, class schedules, etc.; distributes pertinent information to various departments/persons.

Compiles a variety of data and statistical information and inputs such information into the computer using appropriate codes and procedures.

Screens calls and visitors to the Counseling Office; responding to routine problems/requests or referring to appropriate source as necessary.

Retrieves student data and information from computer as requested by parents, teachers, students, counselors, and others according to state and district policies and regulations.

Assists the counselor in registration activities, providing parents and students with information regarding school schedules, regulations, policies, procedures, standards, requirements, and setting up appointments.

Assists in administering and scoring aptitude/interest inventories and placement tests for students; enters test scores into a computer terminal.

Directs the work of student aides in the Counseling Office.

Assists counselors in compiling, organizing, and disseminating educational, vocational, scholarship, and career planning information.

Acts as an information source to counselors, teachers, administrators, parents and students regarding established office/record keeping procedures and requirement.

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Assists the registrar with registration and withdrawal procedures. Processing appropriate forms, verifying information, filing to CUM folders, etc.

Distributes, collects, and relays cards and forms to and from teachers, parents, and district office.

Types letters, reports, forms, schedules, memoranda, and graduation lists, etc. from rough drafts.

Opens and distributes incoming mail.

Orders forms, materials, and supplies for the Counseling Office.

Performs related duties as required.

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### **Employment Standards**

Knowledge of computerized data entry and record keeping methods and techniques.

Knowledge of established district and office policies and procedures related to the maintenance of student records.

Knowledge of proper English usage, grammar, punctuation, and spelling.

Knowledge of the behavior and needs of adolescent students.

Ability to understand and follow both oral and written instructions.

Ability to operate standard office equipment including computer terminal, calculator, copy machine.

Ability to type accurately at a rate required for successful job performance.

Ability to analyze data and information from a variety of sources and to interpret them accurately.

Ability to perform accurate mathematical calculations using basic addition, subtraction, multiplication and division.

Ability to establish and maintain a variety of student records and files

Ability to establish and maintain effective work relationships with those contacted in the performance of required duties.