

JOB DESCRIPTION
Grossmont Union High School District

GUIDANCE INFORMATION SPECIALIST

Purpose Statement:

The job of Guidance Information Specialist is done for the purpose/s of providing clerical/procedural educational guidance services for high school students; providing students with secondary and post-secondary educational program and career planning, scheduling, class selection, and schedule changes; and providing clerical support to assigned counselors and administrators.

The role of the Guidance Information Specialist is to assist, provide clerical support, schedule, co-present, and co-facilitate under the guidance of the credentialed school counselor. The role and responsibilities of a Guidance Information Specialist are differentiated from a credentialed school counselor based on the three domains of the counseling profession, Academic, Career and Social/Personal, as outlined in Education Code Sections 49600-49605.

This job reports to Principal or Designee

Essential Functions

- Assists in organizing and administering examinations (e.g. Advanced Placement Test, Preliminary Scholastic Aptitude Test, ASVAB, CAHSEE, PLAN, STAR, etc.) for the purpose of monitoring student progress and providing a well managed testing environment.
- Assists students and parents for the purpose of making routine scheduling changes and/or assisting students and parents with education planning.
- Attends meetings, conferences and training sessions for the purpose of conveying and/or receiving updated information and keeping current with changes and modifications to career and post secondary student opportunities.
- Collaborates with and assists counselors for the purpose of creating the yearly master schedule.
- Consults with credentialed counselor to use resources (e.g. school psychologist, social worker, probation officer, school resource officer) for the purpose of gathering information and/or direction as may be required.
- Maintains a variety of manual and complex electronic documents, files and records for the purpose of documenting activities, providing reliable information, and complying with district, state and federal requirements.
- Monitors attendance, progress report grades, transcripts, standardized test results, etc. for the purpose of providing information for education and/or career planning, tracking student progress toward graduation and/or ensuring program requirements are met.
- Organizes a variety of activities (e.g. conferences, meetings, school visits, college presentations, awards activities, SST's, financial aid, and 504's, etc.) for the purpose of providing information and/or enhancing student's access to educational opportunities.
- Performs a variety of guidance related activities (e.g. enrollment, freshman and sophomore conferencing, class selection, program changes, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Performs and documents academic and career files, record keeping and clerical functions for the purpose of supporting the department in providing necessary records/materials and maintaining accurate student records.
- Prepares written materials (e.g. class schedules, reports, instructions, memos, handouts, flyers, invitations, applications, student history files, letters of recommendation, etc.) for the purpose of documenting activities, providing written support and/or conveying information to students, parents, staff and post-secondary schools.
- Presents information to individual and/or groups of students and parents for the purpose of conveying information regarding career and vocational planning and testing, college admission, scholarships, financial aid, and other guidance related information.

- Processes a variety of documents and materials (e.g. grade reports, transcripts, caps and gowns, enrollments, etc.) for the purpose of disseminating information in a timely manner.
- Provides information and/or referrals (e.g. articulation, matriculation, special programs, school policies, discipline regulations, students rights, parents rights, attendance regulations, grading policies, courses, prerequisites, graduation requirements, concurrent enrollment in community college, adult school, ROP, etc.) for the purpose of ensuring access to information and/or opportunities related to education and career planning.
- Researches compiles and maintains continually changing guidance related information (e.g. college scholarships, career information, NCAA requirements, college admission, student programs, master schedule information, class rosters, etc.) for the purpose of providing information to students and parents as requested.
- Responds to inquiries for the purpose of providing information and/or direction as may be required.
- Reviews and analyzes student transcripts for the purpose of ensuring accuracy of data and/or providing information to students and parents.

Other Functions

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; and operating standard office equipment including pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts of grammar and punctuation; alternative educational programs; and office application software

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; dealing with changing priorities; establishing and maintaining effective working relationships; working under frequent interruptions; working as part of a team; and working with detailed information.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 75% sitting, 5% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience

Job related experience with increasing levels of responsibility is desired.

Education

Targeted job related education that meets organization's prerequisite requirements.

Required Testing

As required for position

Certificates & Licenses

Current Typing Certificate at an acceptable rate of speed.

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status

Non Exempt

Approval Date

6/15/2006

Salary Grade

Unit II 44