



Classified Job Description

CSEA Revised: May 27, 2015
NJUHSD Board Revised: June 10, 2015

Position Title:	GUIDANCE SPECIALIST
Contract Term:	11 months
Salary Range:	21

GENERAL DEFINITION:

Performs a wide range of support to site, staff and administrators; monitoring student enrollment and records; conveying information regarding school functions and procedures, ensuring compliance with financial, legal and administrative requirements.

UNDER SUPERVISION OF:

Principal/Designee

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs all duties associated with student enrollment and records.
2. Communicates with parents, students, staff, etc. in person, by telephone, e-mail or letter for the purpose of resolving student enrollment and record problems, coordinating activities and processes, and providing information on a variety of issues. May assist with meeting district and state absence notification requirements.
3. Compiles data from a variety of sources (e.g. student registration, enrollment, records, testing, grading, summer school, home study) for the purpose of delivering services in conformance with established guidelines.
4. Acts as receptionist, meeting the public and directing them to other areas as needed.
5. Diffuses potentially hazardous situations within the school site for the purpose of taking action and/or directing to appropriate personnel for resolution.
6. Performs record keeping and clerical functions (e.g. update databases, standardized report generation, prepare mailers, filing, etc.) for the purpose of supporting staff.
7. Oversees student assistants for the purpose of ensuring appropriate procedures are followed and/or meeting work demands.
8. Processes documents and materials (e.g. student enrollment activities, test scores, student cum files, schedule changes, student placement, progress reports, program credits) for the purpose of documenting, recording and disseminating information to appropriate parties, facilitating communication among parties and/or providing direction.
9. Supports assigned personnel for the purpose of providing clerical and secretarial assistance.
10. Assists with the scheduling of students as directed. May assist in establishing and maintaining the master schedule and all related phases.
11. Responsible for student grade maintenance in system, reporting and necessary changes.
12. Responsible for assembling information for SST and 504 meetings.
13. Responds to inquiries from a variety of internal and external parties by phone, letter, e-mail, and/or in person (e.g. staff, parents, students, public agendas, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
14. Maintains and safeguards a variety of permanent records (e.g. enrollment, transcripts, cum folders) for the purpose of documenting and/or providing reliable information.

15. May perform general first aid, logs students accessing health services, conducts preliminary evaluation of ill students. Assists with district policy regarding administration of medicines at school. Refers to parents or administrator as appropriate.
16. May act as site testing coordinator for mandated testing programs, such as CAHSEE, SBAC, etc. Works with District Testing Coordinator.
17. May process identification cards for the site. May be responsible for the school daily bulletin. May issue all work permits and maintains necessary records.
18. Provides support for online learning registration, gathering pertinent information, maintaining necessary records and performing necessary reporting.
19. Answers phone and assists other personnel for the purpose of supporting them in the completion of their work activities. Acts as one of site substitute callers.
20. Must be able to meet and interact with employees and parents/guardians in routine situations, which require tact, discretion, and courtesy.
22. Other related duties as assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

High school diploma or equivalent and three years of relevant clerical experience, preferably in a school environment.

CERTIFICATES AND LICENSES:

Must possess a valid First Aid Card and CPR Certificate. Valid California drivers' license and evidence of insurance, access to an automobile, TB, and criminal justice fingerprint clearance.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, draw and interpret graphs. Performs arithmetic calculations at the level necessary for satisfactory job performance.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to communicate clearly and concisely, both orally and in writing. Ability to effectively present information in one-on-one and small group situations to staff, parents, students, administrators and the public.

REASONING ABILITY:

Ability to independently problem solve unique student and employer situations. Ability to understand and carry out detailed written and oral instructions.

OTHER SKILLS AND ABILITIES:

Knowledge of office procedures and practices, including filing systems, receptionist and telephone techniques, letter and report writing, and sound bookkeeping procedures; English usage, spelling, grammar and punctuation; ability to operate common office machines. Ability to interpret and apply pertinent school district procedures, policies, laws, rules and regulations, and to apply them with good judgment in a variety of situations. Proficient in use of word processing, spreadsheets, and database management software. Knowledge of confidentiality laws. Meets the public tactfully and courteously and answer questions correctly; compile and maintain accurate records and files. Establish and maintain cooperative relationships with those contacted in the course of work. Ability to use a computer and job-related software.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee will occasionally lift and/or push up to 40 lbs. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.