

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: June 18, 2008
Salary Schedule: 20; Row: 20

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

JOB TITLE: GUIDANCE TECHNICIAN/REGISTRAR

JOB PURPOSE STATEMENT: To provide support services and assist the school counselor(s) with the routine and system support needs related to the performance of their duties and provide a means of developing greater effectiveness within the counseling and guidance program and to perform a variety of complex and difficult duties pertaining to the establishment, maintenance and monitoring of the permanent school records of students.

JOB FUNCTIONS:

- Assists in the preparation and process of registering new students
- Assists in the preparation, organization, and collection of testing materials; and administers and monitors group testing
- Maintains information boards and disseminates factual materials and information to appropriate public entities
- Inputs data and maintains master calendar
- Checks and evaluates transcripts
- Perceives and evaluates student needs, requests, and problems
- Refers students to professional and specialized staff
- Performs routine collecting and analytical statistical operations
- Analyzes complex records
- Prepares, maintains, monitors, and secures the permanent school records of students
- Reviews, evaluates, and records student grades, course work, and credits earned for graduation and notifies counselors regarding deficiencies
- Requests, interprets, and responds to inquiries regarding student records from other schools

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JOB FUNCTIONS - continued

- Checks and coordinates information to complete reports, summaries, and statistical reports
- Coordinates and reviews work of other personnel assigned to assist in updating and maintenance of records
- Knows legal provisions, policies, regulations, and guidelines governing the student record management process
- Uses English in both written and verbal form; correct spelling, grammar, punctuation, and computation
- Performs arithmetic calculations and computation procedures
- Operates standard office equipment including use of computer applications
- Establishes and maintains effective working relationships with staff, students, parents, and community members
- Functions well in a busy office environment
- Works independently and exercises good judgment
- Demonstrates organizational skills
- Performs other related duties as assigned or needed

PHYSICAL ABILITIES:

- Physical ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation, write, and read in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit (for sustained periods of time), stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee
- Able to operate office machines and equipment in a safe and effective manner

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PHYSICAL ABILITIES – continued

- Able to demonstrate manual dexterity necessary to operate calculator, computer keyboard, typewriter at the required speed and accuracy

JOB QUALIFICATIONS:

Education:

- Any combination equivalent to graduation from high school supplemented by college level coursework in business, psychology or a related field

Experience:

- Two (2) years of clerical experience involving public contact and record-keeping in an educational setting desirable

Licenses, Certifications, Bonding, and/or Testing

- Official dated certificate validating a typing speed of not less than 45 corrected words per minute (not valid if older than one year prior to date of application)
- Computer skills to effectively perform the job functions
- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance