MORENO VALLEY UNIFIED SCHOOL DISTRICT
Human Resources Division

I. Position Title
Guidance Assistant

II. Position Description
Under the direction of the Department Chairperson/Head Counselor assists the High School/Middle School Counselors with the routine and system support needs related to the performance of their duties and provides a means of developing greater effectiveness within the counseling and guidance program. The Guidance Assistant provides support services, which allows more time for the credentialed school counselor to deliver services, which require their specialized skills and training.

III. Example of Duties/Responsibilities

A. Assists with scholarships, grants, post-secondary educational opportunities, military service, and other forms of career guidance as appropriate - E
B. Assists students, parents, and teachers in locating and understanding guidance materials and resources
C. Assists the school counselor with preparation and process of registering new students
D. Assists school counseling team with the preparation and implementation of new and continuing student orientation
E. Assists in preparing a wide range of guidance materials
F. Maintains Guidance Center information boards and disseminates factual materials and information to appropriate public entities (update announcements, order SAT, PSAT, materials) - E
G. Assists counselors in preparation of SST, 504, and AEC meetings (gathering pertinent materials, preparing paperwork, assembling packets, notifying students, parents, and teachers, and reserving the room) - E
H. Inputs data and maintains master calendar for guidance office
I. Assists with SASI XP data entry - E
J. Assists counselor in the preparation of award assemblies (notify parents, teachers, and students, order awards)
K. Assists the school counselor in the preparation, organization and collection of testing materials, administering and monitoring group tests, preparing and organizing answer sheets (not interpreting test results) - E
L. Assists in the preparation of counselor assessments and accountability data, performs routine collecting and analytical statistical operations – E
M. Performs related and required duties as assigned by supervisor

(E) Essential

IV. Minimum Qualifications

Knowledge of:
- The responsibilities of the role of the school counselor and the total guidance program
- SASI and SASI XP or equivalent student data system
- Staff development techniques and implementation strategies, program audit, assessment and evaluation processes
- Office procedures
• Effective public relations skills
• Operation and use of multi-media materials and office equipment

Ability to:
• Effectively use wordprocessing software and/or equipment
• Handle and protect confidential material
• Communicate effectively in oral and written form
• Establish and maintain effective organizational, community and public relationships

Education and Experience
• Graduation from High School or equivalent
• Minimum completion of two (2) years of college is desirable
• Courses in behavioral sciences preferred
• Positive work history involving human relations activities and clerical and technical abilities, preferably in the school setting

License
• Possess a valid California Driver’s License

Working Conditions
Environment
• Office environment/school campus environment
• Subject to frequent interruptions
• Periodic work in equipment room

Physical Abilities
• Seeing to inspect records and reports
• Hearing and speaking to exchange information
• Sitting for extended periods of time
• Reaching overhead, above the shoulders and horizontally to retrieve and shelve supplies
• Dexterity of hands and fingers to operate standard office equipment
• Bending, stooping, squatting and lifting
• Climbing step stools

Revised: Negotiations 04/23/02

Board Approved: