

SAN DIEGO CITY SCHOOLS

POSITION DESCRIPTION

TITLE:	Guidance Assistant	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Various schools or departments	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	024 PARA
REVISED:	May 8, 2002		

BASIC FUNCTION:

Assist in the school guidance program by providing individual and/or small group instruction to pupils; maintain manual or computerized records; assist school staff with pupil discipline problems; contact parents, pupils, and district staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Assist district counselor in establishing and conducting individual and/or group guidance sessions. **E**

Contact parents by telephone or in writing regarding behavior problems and arranges appointments for parents with school staff. **E**

Assist with parent conferences and home visits regarding educational programs and objectives. **E**

Provide for distribution of forms, flyers, and other materials to parents. **E**

Assist school staff with pupil discipline problems; check pupil records and compile data for counselor. **E**

Maintain case and pupil contact records. **E**

Assist in gathering information on pupils and writing reports. **E**

Supervise and monitor the academic work of pupils assigned an alternative discipline program. **E**

Supervise pupils in the lunch or play areas and assist with bus loading/unloading activities. **E**

Gather and send homework assignments to pupils on long-term absence; provide illness/accident attention and first aid to pupils in the absence of the school nurse. **E**

Transport pupils or parents to scheduled conferences when other transportation is unavailable.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to one year of experience working with children in counseling or guidance services.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private vehicle may be required for designated positions (mileage expense allowance provided).

Personal appearance, grooming, and language pattern which will provide a satisfactory example to pupils.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic student guidance principles and practices.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Reading and writing English communication skills.

Interpersonal skills using tact, patience, and courtesy.

Record-keeping techniques.

ABILITY TO:

Learn pertinent district policies and reporting requirements.

Assist in providing individual and/or small group instruction to pupils.

Print and write legibly.

Maintain and file routine records.

Understand and follow oral and written directions.

Learn the procedures, functions, and limitations of assigned duties.

Communicate effectively and maintain cooperative relationships.

Operate standard office equipment, including microcomputers.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information, seeing to read, prepare and proofread documents; sitting or standing for extended periods of time, dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting light objects.

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