

GUIDANCE AIDE (computer assisted)

DISTINGUISHING FEATURES OF THE CLASS:

This is a specialized support position which oversees computerized data bases for a school district. In addition to general clerical duties for the Guidance Office, the incumbent is responsible for managing a variety of records including student records and schedules, grades and transcripts, attendance records, and other information. The incumbent is expected to add, edit and delete appropriate material, and to produce requested information and reports in a timely manner. In addition, the incumbent is expected to play a key role in the implementation of new programs, including the general training of office staff. Work is performed under the general supervision of Guidance Counselors, School Principals, and other administrative staff. Supervision of others is not a normal function of the position, although the employee serves as a training and information resource to others.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Performs general clerical support duties including typing, data entry, filing, mail distribution, photocopying, and reception work;
2. Operates a personal computer or computer terminal for the entry, editing and retrieval of information and records;
3. Reviews entry or reporting forms for completeness and accuracy;
4. Generates schedules, class listings, report cards, transcripts and other reports as requested;
5. Assists in the development of new data bases and reports or modifying student information systems to provide needed changes in reporting requirements;
6. Assists in the development of procedures to maintain record security;
7. Trains other personnel in use of records and computer systems;
8. May be required to learn district wide administrative or instructional software to provide training or assistance;
9. May provide clerical backup to other offices;
10. May schedule and oversee clerical duties associated with long distance learning activities;
11. May research and correct simple hardware and software problems, including working with vendor support services.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of general clerical and office record keeping practices and procedures;

Good knowledge of electronic data processing equipment and software, especially as it pertains to office data base management;

Ability to learn, adapt to, and instruct others in new electronic data processing equipment and software;

Ability to process information in a timely manner;

Ability to communicate, both orally and in writing;

Ability to work independently;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

GUIDANCE AIDE (computer assisted) (Cont'd)

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and two (2) years of full-time clerical or administrative support experience which involved the regular use of electronic data processing equipment with word processing and data base management software programs.

SPECIAL REQUIREMENT:

Candidates must indicate typing or data entry training or experience, i.e. a course in typing, or typing/data entry work experience.

NOTE: A performance test in typing will not be required.

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ADOPTED: 02/21/85 06/02/86 11/18/87 10/18/94 03/04/98
12/30/04