

California Military Institute

Board Approved: June 19, 2013
Salary Schedule: 281; Row: 9

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-STUDENT INFORMATION SYSTEM TECHNICIAN

JOB PURPOSE STATEMENT: Under direction, to provide support services and assist the administrator or school counselor in developing greater effectiveness within the counseling and guidance program and perform a heavy volume of district complex record analysis activities related to the school's student information system.

JOB FUNCTIONS:

- Assists with scholarships, grants, post-secondary educational opportunities, military service, and other forms of career guidance
- Assists students, parents, and teachers in locating and understanding guidance materials and resources
- Assists in the preparation and processing of the registration of new students
- Assists in the preparation, organization, and collection of testing materials; administers and monitors group testing
- Checks and evaluates transcripts
- Perceives and evaluates student needs, requests, and problems
- Refers students to professional and specialized staff
- Assists in the preparation of materials for award assemblies and graduation ceremonies
- Maintains and monitors the school's student information system software (i.e., student attendance, records, transcripts, schedules)
- Performs the school's routine student information system backups and restoration of lost files
- Assists administration with the construction/building and maintenance phase of the master schedule and related student schedules

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JOB FUNCTIONS – continued

- Assists with the staff development related to the student information system (i.e., SASI or other comparable program)
- Manages the school's student information system user accounts and network security
- Diagnoses and differentiates between hardware and software problems and makes recommendations to administration to communicate possible solutions as problems arise
- Performs routine collecting and analytical statistical operations
- Analyzes complex records, training guides, and software technical bulletins
- Maintains information boards and disseminates factual materials and information to appropriate public entities
- Compiles and gathers student data for the completion of district, state, and federal reports as required
- Performs responsibilities within the guidelines of district and charter policies, regulations, and procedures
- Establishes and maintains effective working relationship with staff, students, parents, and community members
- Functions well in a busy office environment
- Works independently and exercises good judgment
- Operates standard office equipment including use of computer applications
- Uses English in both written and verbal form; correct spelling, grammar, and computation
- Performs arithmetic calculations and computation procedures
- 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

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PHYSICAL ABILITIES – continued

- 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
- 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 is desirable

Licenses, Certifications, Bonding, and/or Testing:

- Official dated certificate validating a typing speed of not less than 50 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

EMPLOYMENT STATUS:

- Classified Non-Union Position