

GUIDANCE COUNSELOR ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves assisting the School Guidance Counselor by independently performing a variety of complex clerical operations as well as assisting in a variety of activities and programs facilitating and furthering the development and training of students. The position is responsible for student data collection, career portfolio management, instructional intervention programs, report writing and analysis related to student development programs to ensure program effectiveness. Duties are performed independently under the general supervision of the School Guidance Counselor. Supervision of the work of others is not normally a responsibility of the class. A Guidance Counselor Assistant does related work as required.

TYPICAL WORK ACTIVITIES:

- Analyzes data gathered to evaluate effectiveness of programs and determine accuracy of reports;
- Presents statistical information by computer read outs, graphs, charts, tables, written reports, or other methods;
- Facilitates the development, training and implementation of a student mentor program;
- Establishes and maintains a career portfolio for students;
- Develops and maintains an instructional intervention program and response to intervention program;
- Conducts student interview in order to obtain needed background material and to determine training and/or mentoring needs;
- Records and summarizes reports to facilitate review by and to conserve the time of a superior;
- Maintains accurate records and prepares a variety of reports to fulfill requirements in such areas as student progress and development;
- Utilizes data processing and word processing equipment to record information and produce correspondence memoranda and to arrange, organize and present a variety of reports related to departmental activity.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Working knowledge of the use and operation of electronic computer programming equipment; working knowledge of English composition and grammar; knowledge of business statistics; skill in communicating effectively both orally and in writing; ability to readily acquire familiarity with various database programs; ability to analyze and organize complex data and to prepare records and reports concisely; ability to develop effective working relationships and deal diplomatically with students and other work contacts; ability to readily acquire a familiarity with an agency's programs, goals, objectives, and operations; ability to

prepare and interpret statistical analysis regarding agency services; initiative; resourcefulness; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with an associates degree, which must have included the successful completion of six (6) credit hours in computer science and six (6) credit hours in English.

NOTE: Any combination of successful completion of coursework at an accredited College or University or Successful completion of computer training sessions provided by employers or trade schools deemed sufficient to be able to perform the essential functions of the position may be substituted for the required 6 credit hours in computer science.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES: Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: