

<b>FNSBSD JOB DESCRIPTION</b>	
<i>Job Title:</i> Counseling Technician	
<i>Supervisor:</i> Building Principal/Administrator	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 10 months	<i>Grade:</i> 8

**Job Summary**

The counseling technician works with high school counselors to provide students with information about post-secondary career and educational opportunities, coordinates educational testing and counseling department activities, and maintains related reference materials.

**Essential Job Functions**

Assists in coordination of counseling department presentations in classrooms, workshops, and other guidance activities.

Coordinates counseling department evening programs for parents, such as post-secondary and financial aid events.

Serves as liaison for local and distant educational, industry, apprenticeship, and business agencies offering to make career-related presentations to students and maintains a log of such presentations.

Works with counselors to facilitate the presentation of career and post-secondary planning information to students and their parents.

Assists students and their parents with the exploration of postsecondary options and financial aid sources.

Updates post-secondary information and resources for the counseling department. Maintains library of college catalogs and resource materials.

Familiarizes staff, students and parents with resources available through the counseling department, both online and hard-copy reference materials.

Produces monthly newsletter and other publications to students, parents, administration, staff and the community, to inform of counseling department activities. These may include advertisements in the daily e-bulletin and publishing the high school course planner.

Prepares various communication pieces to notify students and parents of scholarship opportunities and assists students with applications.

Facilitates the communication of student leadership, volunteer, internship, academic summer programs, and foreign exchange opportunities.

Assists in the coordination of testing activities to include providing training to staff, temporary employees and volunteers regarding testing protocols, schedules and communications to parents.

Oversees the work of temporary employees and volunteers during assessment activities.  
Organizes logistical requirements for testing.

Maintains the security and confidentiality of testing materials and results.

Coordinates career interest inventories such as the PLAN and works with the ASVAB coordinator to facilitate administration of the Armed Services Vocational Aptitude Battery.

Works with counselors to familiarizes students, parents and teachers, with the AKCIS Program and career information both individually and building-wide.

Coordinates community and parent volunteers to assist counselors when students are registering and making schedule changes at the beginning of each semester.

Coordinates transportation, advertising and student registration for district-approved post-secondary planning events that occur off-campus; e.g. the local college and career fair.

Coordinates the process for selecting and nominating students for scholarships and awards.

#### **Non-Essential Job Functions**

Performs other job-related duties as assigned.

#### **Equipment Used**

Usual office equipment including computer, printer, laminator, fax machine, and multi-media equipment.

#### **Independent Decisions**

Exercises sound judgment with little supervision. Brings concerns or questions to the appropriate supervisor as needed.

#### **Primary Working Contacts**

School staff, students, parents, community agencies, and post-secondary institutions.

#### **Responsibility for Cash, Equipment, Safety**

Collection and security of educational tests fees.

#### **Supervision Received and Exercised**

Works under the direction of the high school counselors; supervised by the building principal. Oversees proctors, temporary employees and volunteers during assessment activities and registration times.

#### **Unusual Working Conditions**

Working hours may change at certain times of the school year to provide maximum efficiency, occasionally including evening hours.

#### **Evaluation**

Annual written evaluation.

#### **Physical and Mental Demands**

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens.

Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 20 lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

*The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.*

### **Job Qualifications**

The following are required:

1. Bachelor's degree in education, counseling, human services or business, or associate's degree in related field and two (2) years of related experience. Related experience may be substituted for degree requirement on a year for year basis.
2. Four (4) years of experience in an educational environment with exposure to assessment, testing, coordinating school-wide events, and/or counseling services.
3. Strong computer skills and comprehensive record-keeping skills.
4. Good time management, organizational, and strong oral and written communication skills in English.
5. Effective communication skills for positive interactions with students, parents and the public.
6. Knowledge of postsecondary options for students (college, university, vocational/technical schools, apprenticeship programs and various career options).
7. Knowledge of application processes for post-secondary various options.
8. Familiarity with local community workforce.
9. Understanding of how to best utilize the available career interest inventories and aptitude tests.
10. Must have positive attitude toward students and be able to establish and maintain effective relationships with others.
11. Must be self-motivated, able to work effectively with little or no direct supervision in an environment where multi-tasking and prioritizing are essential.
12. Must be punctual and reliable, work well with others, and respond appropriately to constructive criticism.

The following is preferred:

1. Experience in educational assessment activities or post-secondary advising.

### **Additional Job Information**

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

**The Fairbanks North Star Borough School District is an Equal Opportunity Employer.**