



## CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

### Job Class Description

<b><u>GUIDANCE TECHNICIAN</u></b>			
<b>DEPARTMENT/SITE:</b>	School Site	<b>SALARY SCHEDULE:</b>	Classified Bargaining Unit
		<b>SALARY RANGE:</b>	18 per 2021/2022 Schedule
		<b>WORK YEAR:</b>	11 Months (206 Days)
<b>REPORTS TO:</b>	Principal or assigned administrator	<b>FLSA:</b>	Non-Exempt

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, provide a variety of supportive guidance services to students and staff at an assigned school site; communicate with individual students, parents and staff regarding student behavior, academic achievement, and self-esteem. The incumbents in this classification assist in providing students with educational and behavioral support which directly supports student learning.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Guidance Technician** provides support to students, parents, and staff at a school site in the areas of behavior, academic achievement, and self-esteem, including in a designated second language as needed. It is distinguished from the **Behavior Intervention Specialist** which is at a slightly higher level and assists in developing, implementing, and modeling behavior and instructional support plans to meet individual student needs.

#### **ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

Provide a variety of supportive guidance services to students and staff at an assigned school site; access community resources to assist in accomplishing student objectives.

Communicate with individual students, parents, and staff regarding student behavior, academic achievement, and self-esteem.

Assist students in developing interpersonal skills, conflict resolution abilities, social and emotional skills, problem-solving skills, study skills, and responsibility by meeting individually or in groups; meet individually with students regarding academic struggles; assist students with obtaining school supplies, clothing, or food as needed.

Respond to crisis situations such as student fights and make appropriate referrals to certificated staff for assistance and/or resolution.

Develop contract rewards, incentives, and other forms of positive reinforcement; assist teachers with student contracts, behavior contracts, or related matters and monitor for student accomplishment.

Mediate between students involved in conflicts; assist in reducing the number of incidents of bullying; monitor hallways during passing periods as needed.

Prepare and maintain records and reports related to student contacts, group meetings, child abuse, and others related to assigned activities; maintain the confidentiality of sensitive information.

Welcome new students and provide information (e.g., review school rules, District policies, dress codes) and other related matters with new and continuing students.

Attend a variety of Student Success Team and other meetings as assigned; participate in other school events and activities including promotions and assemblies.

Operate a variety of standard office equipment including a copier, telephone, computer, and assigned software; drive a vehicle to various sites to conduct work.

Provide office support and coverage as needed in other areas to support student behavior.

Administer first aid and CPR as required.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Techniques of providing support and guidance to students.

Modern office practices, procedures, and equipment.

Oral and written communication skills.

Policies and objectives of assigned programs and activities.

Problem-solving, intervention, and behavior management techniques.

Basic principles of child development and education.

Interpersonal skills using tact, patience, and courtesy.

Record-keeping and report preparation techniques.

Operation of a computer and assigned software.

District mission, vision, promises, and school objectives.

#### **ABILITY TO:**

Provide assistance and information to students in a variety of academic and related matters.

Motivate students to improve academic achievement, social skills, problem-solving, and conflict resolution abilities.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Interpret, apply, and explain rules, regulations, policies, and procedures.

Respond appropriately in crisis situations.

Analyze situations accurately and adopt an effective course of action.

Maintain records and prepare reports.

Operate a computer and assigned software.

Plan and organize work.

Meet schedules and timelines.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from high school supplemented by college-level course work in child development, psychology, behavior management, or a related field and three years of experience working with children in an organized setting.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a current certificate in infant, child, and adult cardio-pulmonary resuscitation (CPR) and First Aid card is required. Maintain up-to-date certificates in CPR and first aid.

Valid California driver's license. Maintain qualification for automobile insurance coverage.

**WORKING CONDITIONS:****ENVIRONMENT:**

Office environment.

Constant interruptions.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Stand, walk, and sit.

Occasionally lift and/or move up to 25 pounds.

Stoop, kneel, crouch, or crawl.

Reach with hands and arms.

Climb or balance.

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information and make presentations.

Seeing to read a variety of materials.

**CLEARANCES:**

Criminal Justice Fingerprint /Background

Tuberculosis

Pre-placement Physical and Drug Screen

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**JOB CLASS HISTORY**

Approved: Rev 11/92; Updated 10/94; 10/98;

Reallocation (Ewing) 6/12

5/22 Revised (EH&A / MGT Consulting) / PC & GB: 09/2022