

**CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION**

Job Class Description

GUIDANCE TECHNICIAN

DEPARTMENT/SITE: School Site

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: 18 per 2021/2022 Schedule

WORK YEAR: 11 Months (206 Days)

REPORTS TO: Principal or assigned
administrator

FLSA: Non-Exempt

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.

EDUCATION AND EXPERIENCE