

**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**