

LEMON GROVE SCHOOL DISTRICT

CLASS TITLE: GUIDANCE TECHNICIAN

DEFINITION:

Under the direction of a school social worker, psychologist, principal or other school administrator, provides a variety of supportive guidance services to at-risk students, parents and staff at an assigned school site, makes presentations and develops activities to assist students in improving academic performance, self esteem, social skills and positive behaviors.

TYPICAL DUTIES:

Plan, organize and implement a variety of services and activities to support student progress; conduct small group and classroom presentations to assist at-risk students in developing study and interpersonal skills, responsibility, problem solving and conflict resolution abilities for the purpose of assisting students in gaining appropriate skills. (E)

Communicate with individual students, parents and staff regarding student behavior, academic achievement and self esteem; maintain records and prepare reports related to student contact; group meetings, contracts and case files for the purpose of assisting students, informing appropriate adults, and maintaining adequate records. (E)

Respond to crisis situations and make appropriate referrals to certificated staff for the purpose of maintaining a safe and orderly environment. (E)

Develop contracts, rewards, incentives and other forms of positive reinforcement for the purpose of motivating students. (E)

May make home visits; perform other related duties. (E)

KNOWLEDGE OF:

Basic techniques of guidance counseling such as active listening, problem solving, intervention techniques and behavior management; basic principals of child development and education.

ABILITY TO:

Plan and implement individual and small group presentations, meetings and activities; motivate at-risk students to improve their academic achievement, social skills, problem solving and conflict resolution abilities; maintain confidential records and information; communicate effectively with students, parents and staff; respond appropriately in crisis situations; organize group activities and make oral presentations.

EDUCATION AND EXPERIENCE:

Pass District administered Basic Skills Test

Any combination of education, training, and/or experience which demonstrates ability to perform the required duties.

A typical qualifying background would include graduation from high school supplemented by coursework in child development, psychology, behavior management or child education, and at least 3 years experience working with children in an organized setting.

PHYSICAL DEMANDS:

Perform the duties of a rigorous work schedule that includes the ability to apply physical crisis intervention techniques and must pass a physical examination certifying this ability.