

GUIDANCE TECHNICIAN TRAINEE

JOB SUMMARY

Under the direction of a counselor, psychologist, site administrator, or Student Support Services Coordinator, provide a variety of supportive guidance services to students, parents, and staff at an assigned school site; make presentations and develop activities to assist students in improving academic performance, self-esteem, social skills and positive behaviors.

TYPICAL DUTIES

Organize and implement a variety of services and activities at an assigned school site; conduct small group and classroom presentations to assist students in developing study skills, interpersonal skills, responsibility, problems solving, and conflict resolution abilities; communicate with individual students, parents, and staff regarding student behavior, academic achievement and self-esteem; monitor student attendance and tardies; respond to crisis situations and make appropriate referrals to certificated staff for assistance and/or resolution, referral; develop contract rewards, incentives, and other forms of positive reinforcement; maintain records and prepare reports related to student contact, group meetings, contracts, and case files; may make home visits; may assist through interpreting during parent-teacher conferences between students or parents and staff; may conduct presentations to students and staff related to new District programs (i.e., anti drug/anti smoking, conflict resolution, etc); attend student success team meetings; contact CPS when required under legal guidelines; may assist teachers with student contracts, behavior contract, etc. and monitor for student accomplishment; access community resources to assist in accomplishing your student objective. May be required to perform CPR or first aid. Perform other related duties as assigned.

JOB REQUIREMENTS

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 or equivalent, supplemented by course work in child development, psychology, behavior management or child education and at least three years experience working with children in an organized setting. The ability to communicate effectively with students and adults. Possession of a valid certificate in cardiopulmonary resuscitation (CPR), and a valid certified Multimedia First Aid Card. Maintain up-to-date certificates in first aid and CPI

Knowledge of:

Basic techniques of providing support and guidance to allow students to become successful; active listening techniques, problem solving techniques, intervention techniques and behavior management; basic principles of child development and education.

Ability to:

Learn the basic techniques of providing support and guidance to students; motivate 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. Appropriately analyze a situation and know when to utilize resources, and what those resources are. To meet deadlines and work within specific time lines.

LICENSE

Must possess a valid California driver's license and the ability to maintain qualification for District vehicle insurance coverage.

GUIDANCE TECHNICIAN TRAINEE

Page 2

PHYSICAL ABILITY

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The selected candidate must be able to perform the duties of a rigorous work schedule which includes the ability to apply physical crisis intervention techniques and must pass a physical examination and drug screen certifying this ability.