

**JOB TITLE: EARLY MENTAL HEALTH INITIATIVE CHILD AIDE
(PRIMARY INTERVENTION AIDE)****BASIC FUNCTION**

Under direction assists identified students in kindergarten through third grade, develop appropriate social behaviors, overcome shyness or aggression and improve overall school adjustment; works with students individually or in small groups following prescribed course objectives; serves as the primary provider of services to identified students in the program; performs a variety of related routine clerical and supportive activities; and to do other related work as required.

ESSENTIAL JOB FUNCTIONS

- Assists in the preparation of lessons and instructs group lessons utilizing curriculum identified or developed by School-Based Mental Health Professional to improve student adjustment to school or engages in student-led non-directive play in individual sessions with selected students.
- Establishes a positive, warm and supportive relationship with each child to improve their perception of themselves and their ability to succeed in school.
- Participates in weekly training and supervision provided by the School-Based Mental Health Professional, and mental health consultant, and may attend other out of district training workshops.
- Maintains the meeting room in an attractive and orderly fashion.
- Participates in student selection meetings with teachers, administrators and mental health specialists as appropriate.
- Schedules groups or individual children for program participation.
- Observes and monitors the behavior pattern of each child.
- Confers with the School-Based Mental Health Professional and other school personnel regarding the child's progress, attitudes, and behavior.
- Maintains confidential student files including forms for each assigned student.
- Maintains progress notes on participating children.
- Consults with teachers and other school personnel as necessary regarding on-going program implementation.
- Provides verbal and written feedback to School-Based Mental Health Professional and mental health consultant.
- Assists in the selection and acquisition of equipment and materials used in the program.

JOB REQUIREMENTS – QUALIFICATIONS**Skills, Knowledge and/or Abilities Required:**Knowledge of:

- Basic concepts of child growth and development and developmental behavior characteristics for children kindergarten through third grade.
- Non-directive play techniques.
- Behavior management strategies and techniques relating to pupils experiencing atypical control problems.
- Appropriate English usage, punctuation, spelling, and grammar.
- Routine record keeping procedures.
- Basic first aid techniques.

Ability to:

- Establish a warm, caring, relationship with children.
- Demonstrate an understanding, patient, and receptive attitude toward young students.
- Work independently with minimum supervision.
- Work courteously and tactfully with co-workers, students and parents.
- Develop and follow a schedule for serving students which consider the schedules of related professionals and school calendars.
- Establish and maintain cooperative working relationships with children and adults.

- Prioritize and identify needs and solve problems independently as appropriate.
- Receive constructive criticism and modify work appropriately.
- Display a high degree of professionalism, interpersonal skills and ethics.
- Skillfully handle difficult situations using good judgment.
- Understand and carry out oral and written directions.
- Perform routine clerical tasks and operate a variety of educational and office related machines and equipment.
- Suggest procedural improvements to superior as appropriate.
- Communicate effectively in oral and written form.

PHYSICAL DEMANDS

The physical requirements indicated below are examples the physical aspects of this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry push, pull, or otherwise move objects.
- This type of work involves sitting most of the time, but may involve walking, standing, kneeling, crawling, stooping, bending or stretching for brief periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception imparting oral information, the manual dexterity to operate business related equipment, and manipulate various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION REQUIREMENT

Any combination of experience and training that would likely provide the required knowledge and skills may be qualifying. A typical way to obtain the required

Experience:

One year of paid or volunteer experience working with children of various age levels requiring a specialized learning environment.

Education:

Equivalent to the completion of the twelfth grade, preferably with training or coursework in child growth and development, special education, or a closely related field.

LICENSE AND/OR CERTIFICATE REQUIREMENT

- Possession of a Community First Aid Certificate issued by the American Red Cross.