

CENTER JOINT UNIFIED SCHOOL DISTRICT

JOB TITLE: Child Aide

DESCRIPTION OF BASIC RESPONSIBILITIES

Under the direction of a Mental Health Professional the Child Aide will assist students in adapting to the school environment and enhancing their personal development; to provide early intervention and prevention with students who are experiencing mild to moderate emotional, behavioral, and learning problems in order to prevent more serious problems developing in the future; and to maintain records related to their assigned program.

SUPERVISOR: Family Resource Center (MAA) Program Coordinator
Child Aides work under the general supervision of the Program Coordinator. Day to Day supervision is provided by a School-Based Mental Health Professional.

TYPICAL DUTIES:

1. Work individually with referred children in a playroom setting and/or in small groups or with their classes; facilitating social and life skill lessons; establish positive relationships with children and achieve goals jointly established by the program team and the referring teacher.
2. Develop creative methods and techniques for working with students within the required framework; review plans with supervisor to ensure correct techniques are being utilized for each student.
3. Assist in evaluating student progress in a wide variety of life skills; report progress regarding student performance and behavior.
4. Assist in screening and assessing students at program sites for program participation.
5. Communicate all matters of importance to teachers and specialists; communicate important information to parents when so directed by the supervisor; Participate in conferences regarding the program in conjunction with teacher and/or School Based Mental Health Professional.
6. Provide information regarding the intervention program to school personnel, parents and community members as needed; establish rapport and ongoing communication with school staff.
7. Prepare and maintain project records for assigned students.
8. Maintain program supplies and participate in developing supply orders.
9. Attend and participate in staff meetings and in-service activities as assigned; attend workshops, conferences and classes to increase professional knowledge.
10. Work in a positive productive manner with the program team to perform related duties and responsibilities as required.

EMPLOYMENT STANDARDS:

Knowledge of:

- Interpersonal skills including tact, patience and courtesy.
- Basic computer skills such as word processing, creating tables, and emailing.
- Basic writing conventions.
- Basic math skills.

Ability to:

- Engage in active play with children.
- Communicate with school staff and community members in a professional manner.
- Contribute to a positive team working environment.
- Tolerate stressful situations responsibly.
- Establish rapport and develop empathy with students, families, and staff.
- Communicate effectively in both oral and written form.
- Operate a computer and perform basic functions.
- Ability to work independently and respond to direction from supervisors.
- Maintain an orderly work environment.
- Report to work in a timely and consistent manner.
- Resolve conflicts in a peaceful, professional manner that supports positive working relationships.
- Respond to training by performing tasks according to the program model.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- Experience working with children.
- High School Diploma or higher.
- Must pass the districts' paraprofessional exam or hold an A.A. Degree.
- Valid California Driver's License.
- Complete hepatitis vaccine series.
- TB test clearance.
- Criminal Justice fingerprint clearance.

PHYSICAL CHARACTERISTICS:

- Sufficient vision to read printed materials.
- Sufficient hearing to conduct in-person and telephone conversations.
- Understandable voice in sufficient volume and clarity to be heard in normal conversation.
- Sufficient dexterity to write, use telephone, office equipment, and engage in active play with children.