

COLUSA COUNTY OFFICE OF EDUCATION

CATEGORY: PARAPROFESSIONAL

CLASSIFICATION: STUDENT SUPPORT SERVICES

JOB TITLE: CHILD AIDE

BASIC FUNCTION:

Under the direction of the Assistant Superintendent or designee, provide early detection and prevention of social and emotional behavior problems for K-3rd grade children and help with school adjustment.

REPRESENTATIVE DUTIES:

Provide a program for early detection and prevention of social and emotional behavior problems for K-3rd grade children. Assist in orientation to school staff with regard to program activities. **E**

Provide a variety of activities for children in a warm and supportive environment, such as individual and group sessions, role-playing, games, toys, and art materials. **E**

Provide activities in small groups on anger management, empathy and problem-solving. **E**

Work individually with children in non-directed play in a playroom setting. **E**

Provide consultation to school staff in the process of identifying students; assist with and establish specific program objectives. **E**

Prepare and maintain records and reports; submit to appropriate personnel or department as required. **E**

Communicate with EMHI project team and school personnel to provide information and resolve issues and concerns related to program objectives and activities. **E**

Assure appropriate environment for children to express feelings, ideas, and build confidence and self-esteem. **E**

Participate in child study and parent conferences as necessary.

Attend and participate in annual in-service training sessions, and periodic conferences and other meetings with the Supervisor as assigned.

Participate in community events, as directed.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic record-keeping techniques

Correct English usage, grammar, spelling, punctuation and vocabulary

Interpersonal skills using tact, patience and courtesy

ABILITY TO:

Understand and relate to children

Communicate effectively both orally and in writing
Determine appropriate action within clearly defined guidelines
Maintain routine records

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and some experience working with children.

LICENSES AND OTHER REQUIREMENTS:

Bilingual Spanish/English preferred
Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Primary classroom and outdoor playground

PHYSICAL ABILITIES:

Hearing and speaking to exchange information
Walking, standing or sitting for extended periods of time
Bending at waist, kneeling or crouching to assist children with activities
Seeing to monitor children activities
Dexterity of hands and fingers

Employee Group: Classified - Unrepresented

FLSA Status: Non-Exempt

Salary Schedule: 731

Approval Date: December 2007