



## SAN JOAQUIN COUNTY OFFICE OF EDUCATION

Gaylord A. Nelson Education Center • 2901 Arch-Airport Road  
Post Office Box 213030 • Stockton, California 95213-9030  
Telephone (209) 468-4800

# Job Description

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<b>POSITION TITLE:</b>	<i>Child Assistant</i>	#2150
<b>SALARY PLACEMENT:</b>	Range D, Classified Salary Schedule	

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### **MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:**

Equivalent of completion of the 12th grade. Successful completion of Basic Proficiency Exam. Willingness to complete training courses and staff development activities. Experience in education in the area of child development. Confidentiality

### **DESIRABLE QUALIFICATIONS - EDUCATION AND/OR TRAINING:**

*First aid and safety requirements. Individual needs of children of a variety of ethnic and socio-economic backgrounds with proficiency in Spanish. Good organizational skills and the ability to work independently. Effective communication skills, both oral and written. Ability to preserve the proprietary relationship between student and child assistant.*

### **MINIMUM EXPERIENCE:**

No minimum experience required.

### **DESIRABLE EXPERIENCE:**

*Successful experiences interacting with children*

### **CREDENTIALS AND/OR SKILLS AND ABILITIES:**

Work with art projects which utilize materials like paint, clay, play dough, paste, and crayons at various areas within the playroom or work with defined curriculum, with support of school psychologists and educational team, with small groups of children at the K-3 grade level focusing on issues related to self-esteem enhancement, problem-solving, and student's personal behavior management. Understand and relate to children from varying ethnic and socio-economic backgrounds. Work in a team situation to exchange ideas and techniques to improve and refine prevention skills. Build a positive, accepting personal friendship with a child through play activities or small group trainings, encouraging child trust so the child can confide in the child assistant and express any feelings they may have. Be flexible and receptive to change.

### **SUMMARY OF POSITION:**

Under direction of management personnel, will work as a team member implementing an Early Mental Health Initiative Model funded by the California Department of Mental Health. The Primary Intervention Program (PIP)  
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### **SUMMARY OF POSITION: (CONTINUED)**

has a significant history of success in working with students mildly at risk for school adjustment problems. Child Assistants are selected on a basis of interpersonal and communication skills, rather than educational background. A training period prepares the Child Assistants for their duties within the school. Does related duties as assigned

### **ESSENTIAL FUNCTIONS**

Essential functions may include, but are not limited to:

1. Carry a minimum caseload of 12 students for every 15 hours of employment.
2. Participate in a minimum of 2 hours per week of supervision and/or training.
3. Establish rapport and warm meaningful relationships with referred children.
4. Use communication skills, creative play materials, second step materials and games with children experiencing school adjustment problems.
5. Talk with children and establish an atmosphere to encourage their expression of feelings and ideas. Deal effectively and constructively with such feelings and ideas.
6. Help build confidence and self-esteem in children through one-to-one interactions or small group training.
7. Provide feedback to the PIP Project Team, principal, teachers, and other school personnel.
8. Participate with school personnel and/or consultants in assignment, progress, termination and other conferences concerning children, both in the school and in community agencies.
9. Write appropriate progress notes for project children.
10. Assist in screening and assessment.
11. Assist with project record keeping and reporting.
12. Attend two-day training sessions and other staff development activities as needed and appropriate.
13. Perform other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors and outdoors in a school environment and come in direct contact with students, SJCOE district staff, and the public.