

Oak Grove School District

**JOB TITLE: PRIMARY INTERVENTION PROGRAM (PIP) INSTRUCTIONAL ASSISTANT**

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

To develop and maintain information and records; to consult with mental health personnel in developing a set of goals and objectives for students according to program requirements. Employees in this classification receive general supervision from counselors/mental health workers and/or the school administrator with a well defined framework of policies and procedures. This job provides independent school support activities to enhance student's abilities to function in the educational environment. This job class requires independent decision making and a high degree of rapport with children and adults in a school setting.

**TYPICAL DUTIES**

- Consults with mental health personnel in developing a set of goals and objectives for each student according to program requirements
- Provides teacher(s), mental health personnel and school administrators with relevant feedback and information on students' progress through observation and daily contact
- Participates in staff meetings assigning children to PIP, evaluating children's progress, and making recommendations
- Develops and maintains informational and operational records and files
- Carries a minimum case load of 12 students for every 15 hours of employment
- Assists in supervising students to maintain effective learning environment; disciplining when necessary
- Administers tests as assigned to screen and/or assess progress of students toward meeting preset goal
- Participates in a minimum of 2 hours per week of supervision and/or training
- Participates in conferences and parent meetings
- Help build confidence and self-esteem in children through one-to-one and/or small group interactions
- Assists in organizing learning and/or child care environments; setting up materials for daily activities, maintaining neat and orderly playroom
- Selects supplies, equipment, materials, and furnishings to facilitate Aide activities
- Uses conversation, creative play materials, and games with individual children experiencing school adjustment problems
- Escorts students outside a classroom situation; ensuring students' safety, social integration, or security
- Talks with children and establishes an atmosphere to encourage their expression of feelings and ideas; deals effectively and constructively with such feelings and ideas
- Performs related duties as assigned

### MINIMUM QUALIFICATIONS

- Possess a high school diploma or equivalent
- Completion of two years (48 semester units) of study at an institution of higher education, OR possess an associate's degree (or higher) from a recognized college or university, OR must have passed an approved test that demonstrates the necessary knowledge and ability to assist in the instruction as well as the knowledge of language arts and math. Applicant needs to meet only one (1) of the preceding requirements.
- Knowledge of proper English usage and grammar
- Knowledge of general needs and behaviors of children
- Knowledge of children's recreation activities involving sports, games, arts and crafts
- Skill to understand and carry out both oral and written instructions in an independent manner
- Skill to communicate effectively with children and adults
- Skill to observe physical/emotional condition of children and report health deficiencies and/or mental health problems
- Skill to describe behavior in relationship to the achievement of specific goals
- Skill to analyze situations accurately and adopt an effective course of action
- Skill to effectively supervise students in a variety of situations
- Skill to maintain calm and patience in stressful situations
- Ability to meet the physical requirements necessary to safely and effectively perform the required duties
- Skill to establish and maintain cooperative and effective work relationships with those contacted in the performance of required duties
- Ability to establish rapport and meaningful relationships with students
- Ability to learn the Education Code laws and regulations for abuse, confidentiality, and so forth