

## **DINUBA UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: SPECIAL FRIENDS PROJECT ASSISTANT**

#### **BASIC FUNCTION:**

Under the direction of the Principal and Special Student Services staff with clinical supervision from the School Psychologist, assist students referred to the Special Friends Project (K-3rd grade) with improving emotional development through non-directive and creative play in one-to-one and/or group interactions; assist in the planning and implementation of the Special Friends Project program; observe and monitor student behavior and document progress; perform a variety of clerical and supportive tasks as assigned.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Assist students referred to the Special Friends Project (K-3rd grade) with improving emotional development through non-directive and creative play; help build confidence and self-esteem in children through one-to-one and/or group interactions; enhance the social and emotional development of students by fostering healthy concepts and helping them build and improve social skills.

Assist in the planning and implementation of the Special Friends Project program; assist certificated staff in program identified goals and tasks.

Utilize conversation, creative play materials, games, academic coaching, and other approaches to achieve identified goals with individual children experiencing school adaptation problems of a behavioral and/or educational nature.

Observe and monitor student communication and behavior; document student behavior and communication in the classroom, play room and outdoor environments; assist students in achieving emotional development goals and meeting established school standards.

Perform a variety of clerical and supportive tasks as assigned including typing, filing, duplicating and distributing materials; answer telephone calls and direct calls to appropriate personnel; take and relay messages as appropriate; send and receive emails.

Compile data and maintain records as directed; maintain student reports and observation notes; distribute referral forms to teachers and parents; collect and process permission slips and parent surveys; verify accuracy and completeness of documents.

Schedule assigned students for daily Special Friends Project sessions.

Assist students in transitioning to and from classes and in moving to and from activities on school sites.

Establish rapport and meaningful relationships with referred children to reduce dysfunctional behavior in and outside the classroom; converse with children and establish an atmosphere to

encourage their expression of feelings and ideas.

Assure the health and safety of students by following established practices and procedures; maintain classroom, playroom and other learning environments in a safe, orderly and clean manner; maintain and set-up play stations and therapy toys used during Special Friends Project sessions.

Operate a variety of standard classroom and office equipment including a copier, printer, fax machine, computer and assigned software; operate and maintain a variety of playroom toys; drive a vehicle to conduct work.

Administer first aid/CPR to ill or injured students as necessary.

Communicate with teachers, parents, school personnel to coordinate activities, resolve issues and conflicts and exchange information.

Participate in meetings and attend in-services and other training programs as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Child guidance principles and practices.

Positive reinforcement strategies.

Problems and concerns of students with dysfunctional behavior, adjustment issues and low self-esteem.

Play activities and techniques.

Applicable State Education laws, codes, rules and regulations.

District policies, regulations and procedures.

Correct English usage, spelling, grammar, and punctuation.

Operation of standard classroom and office equipment including a computer and assigned software.

Operation of play therapy toys and tools.

Basic filing and record keeping methods.

Safe practices in classroom activities.

Classroom procedures and appropriate student conduct.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Work with students with dysfunctional behavior, adjustment issues and low self-esteem to change, alter and improve student self-confidence and social interaction skills.

Administer positive reinforcement strategies.

Monitor, observe and report student behavior and progress according to approved policies and procedures.

Supervise students according to approved policies and procedures.

Learn child guidance principles and practices.

- Perform a variety of clerical and supportive tasks as assigned.
- Operate a variety of classroom and office equipment including a computer and assigned software.
- Verify accuracy and completeness of documents.
- Type and input data at an acceptable rate of speed.
- Demonstrate an understanding, patient, and receptive attitude toward children.
- Understand and follow oral and written instructions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Observe health and safety regulations.
- Make simple arithmetic calculations with accuracy.
- Compile data and submit accurate and complete record and reports.
- Work confidentially with discretion.
- Meet schedules and deadlines.
- Maintain records and files.
- Administer first aid/CPR to ill or injured students.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and one year experience working with children in an organized setting.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid First Aid/CPR certification within a probationary period.
- Valid California class C driver's license.
- Successful completion of the District's proficiency exam.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Classroom, playroom and outdoor environments.
- Constant interruptions.

**PHYSICAL DEMANDS:**

- Dexterity of hands and fingers to operate standard office and classroom equipment.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to assist students.
- Seeing to read a variety of materials and monitor student activities.
- Hearing and speaking to exchange information.
- Reaching overhead, above the shoulders and horizontally.

Employee \_\_\_\_\_ Date \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills

required of personnel so classified.

Board Approved: March 9, 2017