

## **CLASSIFIED JOB DESCRIPTION**

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# **EARLY INTERVENTION PROGRAM ASSISTANT II- PARENT IMPLEMENTATION PROGRAM**

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### **JOB SUMMARY:**

Under the direction of the Executive Director for Student, Family, and Community Services or a designee, the Early Intervention Program Assistant II-Parent Implementation Program will provide support services and resources to parents of children from 3-7 years old to help ensure their children have the appropriate behaviors to experience school success.

PIP provides intensive services for parents and their children (ages 3 to 7 years) who are evidencing challenging behavior.

### **ESSENTIAL JOB FUNCTIONS:**

- Models behavior reinforcement strategies consistent with the PIP philosophy to help parents acquire skills and techniques to promote positive child behaviors.
- Maintains observation records of parent/child interactions. Assesses behavior and provides feedback to help strengthen parenting skills.
- Provides parents with community resources information.
- Assists in planning and preparing instructional materials for classroom activities.
- Co-leads individual, small group, or whole group activities in a preschool classroom setting.
- Maintains classroom equipment and work area.
- Maintains project participant records.
- Attends staff meetings.
- Assists in entering data gathered from observation records.
- Lead virtual parent groups, to help strengthen parenting skills.
- Support early education staff, including teacher and paraprofessional, by providing training and technical assistance in evidence-based classroom behavioral management skills.
- Performs other duties as assigned.

### **ESSENTIAL PHYSICAL ACTIVITIES:**

Sufficient stamina and agility to stand, walk, run, sit on the floor, squat, crawl, climb, twist, and reach on a daily basis to perform various activities in classes.

### **ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- Ability to establish and maintain effective working relationships with adults and children of varying backgrounds.
- Ability perform a variety of above-average, complex tasks.

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- Ability to understand and carry out oral and written instructions and prepare reports as required.
- Must possess a valid California driver's license and have daily access to a reliable vehicle. Must have a good driving record and maintain insurability.
- Bilingual English/Spanish preferred.
- Must have successfully passed the Instructional Assistant Proficiency Test.
- Knowledge of correct language usage, spelling, grammar, and punctuation. State law requires that all personnel working in an instructional setting must demonstrate high school proficiency in the areas of reading, writing, and mathematics.
- Education requirement of graduation for high school or equivalent, preferably supplemented by two years of college coursework in child development, special education, or equivalent.

*Classified Salary Schedule: Range 25*  
*BOARD APPROVED: 11/15/05*  
*04/05/11*  
*07/10/24*