

**CLASSIFIED JOB DESCRIPTION**

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**STUDENT SUPPORT ASSISTANT-KIDCO**

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**JOB SUMMARY:**

Under the general supervision of the KIDCO Project Coordinator and/or site administrator, performs paraprofessional student support activities during non-directive expressive play sessions designed to nurture resiliency, reinforce behavioral and social skills, and reduce school adjustment problems.

**ESSENTIAL JOB FUNCTIONS:**

- Establishes rapport and meaningful relationships with referred children.
- Establishes positive relationships with site-based staff.
- Uses positive communication skills and active listening techniques.
- Assists in building confidence, self-esteem, and resiliency in target students through individual or small group interactions.
- Provides feedback and conferences with KIDCO Project Team.
- Acts as mandated child abuse reporter.
- Maintains appropriate progress notes for participating students.
- Assists in students' screening and assessment.
- Makes classroom presentations.
- Performs record-keeping and simple clerical tasks and math calculations.
- Compiles and reports data collection.
- Assists in setting up, maintaining, and restocking the KIDCO activity room.
- Assists and participates in KIDCO Open House.
- Maintains confidentiality.
- Attends annual two-day mandatory EMHI training.
- Participates in a minimum of two (2) hours group supervision and/or training per week and a minimum of 45 minutes of individual supervision per week.
- Performs other tasks as requested.

**ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- Must be willing to work with 12-15 students for every 15 hours of employment.
- Demonstration of empathy and the ability to develop warm, caring, and non-judgmental relationships with children.
- Must project a mature, constructive, stable, and healthy attitude; maintain a professional cooperative and effective working relationship with students, parents and school personnel.
- Must show motivation and interest in the goals of the program, and a positive attitude toward school.
- Evidence of recent successful experience working with children and adults in a school setting.
- Ability to follow oral and written directions, use correct English, both written and oral, and work independently. California state law requires all personnel working in an instructional setting must demonstrate high school proficiency in the areas of reading, writing, and mathematics. Applicants must pass a proficiency examination before they can be

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considered for a position as a Student Support Assistant.

- Must possess strong organizational skills and knowledge of child social, behavioral, and academic development.
- Must possess knowledge of legal and ethical implications related to working with students.
- Must possess a valid California drivers license; must possess a good driving record and an automobile; must be insurable under the District's insurance program; must maintain insurability.
- High school diploma or GED required. Preferably supplemented by two years college course work in child care specialization or equivalent.

*Classified Salary Schedule: Range 15*

*BOARD APPROVED: 6/15/10*

*REVISION DATES: 7/18/23*

*08/09/2023*