Position:	Child Associate	FLSA: Non-exempt
Department:	Primary School Level	Salary Grade: 5
Reports to:	Principal or Designee	

OVERALL OBJECTIVE AND SUMMARY

Under the direction of an assigned supervisor and/or designee, assist in serving identified K-3 students to improve their adjustment to school.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work with students in group or on an individual basis utilizing techniques, strategies or curriculum identified or developed by District mental health professionals to improve student adjustment to school.
- Establish a positive bond with each student to improve their perception of themselves and their ability to succeed in school.
- Assist in developing positive self-concept and school ethics in students.
- Participate in training provided by the Department of Mental Health.
- Participate in training and supervision provided by the Program Coordinator, School Based Mental Health Professional and Mental Health Consultant.
- Maintain progress notes on students, including student's behavior and progress in the program.
- Maintain a variety of project records including student permission forms.
- Maintain designated program site locations in a clean and orderly manner.
- Assist in the selection and ordering of materials.
- Participate in program in-services and meetings.
- Provide feedback to the Program Coordinator, School Based Mental Health Professional, Mental Health Consultant, and Principal as requested.
- Perform other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge of:

- Basic record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Policies and objectives of assigned program and activities.
- District organization, operations, policies and objectives.
- Technical aspects of field of specialty.
- Child guidance principles and practices.
- Modern office practices, procedures and equipment.

- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Communicate effectively both orally and in writing.
- Maintain routine records.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Plan and organize work.
- Understand and relate to children.
- Monitor and evaluate student progress.
- Establish and maintain cooperative and effective working relationships with others.
- Operate common office machines and equipment.

PHYSICAL ABILITIES

This position requires:

- The ability to bend at the waist, kneel or crouch to assist children.
- Sufficient visual acuity to recognize words letters and numbers.
- Speech and hearing ability to carry on conversations in person and over the phone.
- Normal physical strength and endurance for standing, sitting, or walking.

EDUCATION AND EXPERIENCE

Equivalent to graduation from high school and some experience organizing and directing simple youth activities and programs is desired. Complete such training courses, in-service or otherwise, as may be required after being hired.

LICENSES AND CERTIFICATES