

JOB TITLE: PRIMARY INTERVENTION AIDE

BASIC FUNCTION

Under direction assists identified students in kindergarten through third grade, develop appropriate social behaviors, overcome shyness or aggression and improve overall school adjustment; works with students individually or in small groups following prescribed course objectives; serves as the primary provider of services to identified students in the program; performs a variety of related routine clerical and supportive activities; and to do other related work as required.

ESSENTIAL JOB FUNCTIONS

- Assists in the preparation of lessons and instructs group lessons utilizing curriculum identified or developed by school-based mental health professional to improve student adjustment to school or engages in student-led non-directive play in individual sessions with selected students
- Establishes a positive, warm and supportive relationship with each child to improve their perception of themselves and their ability to succeed in school
- Participates in weekly training and supervision provided by the school-based mental health professional, and mental health consultant, and may attend other out of District training workshops
- Maintains the meeting room in an attractive and orderly fashion
- Participates in student selection meetings with teachers, administrators and mental health specialists as appropriate
- Schedules groups or individual children for program participation
- Observes and monitors the behavior pattern of each child
- Confers with the school-based mental health professional and other school personnel regarding the child's progress, attitudes, and behavior
- Maintains confidential student files including forms for each assigned student
- Maintains progress notes on participating children
- Consults with teachers and other school personnel as necessary regarding on-going program implementation
- Provides verbal and written feedback to school-based mental health professional and mental health consultant
- Assists in the selection and acquisition of equipment and materials used in the program

JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Knowledge of:

- Basic concepts of child growth and development and developmental behavior characteristics for children kindergarten through third grade
- Non-directive play techniques
- Behavior management strategies and techniques relating to pupils experiencing atypical control problems
- Appropriate English usage, punctuation, spelling, and grammar
- Routine record keeping procedures
- Basic first aid techniques

Ability to:

- Establish a warm, caring, relationship with children
- Demonstrate an understanding, patient, and receptive attitude toward young students
- Work independently with minimum supervision
- Work courteously and tactfully with co-workers, students and parents
- Develop and follow a schedule for serving students which consider the schedules of related professionals and school calendars
- Establish and maintain cooperative working relationships with children and adults
- Prioritize and identify needs and solve problems independently as appropriate
- Receive constructive criticism and modify work appropriately
- Display a high degree of professionalism, interpersonal skills and ethics
- Skillfully handle difficult situations using good judgment
- Understand and carry out oral and written directions
- Perform routine clerical tasks and operate a variety of educational and office related machines and equipment
- Suggest procedural improvements to superior as appropriate
- Communicate effectively in oral and written form

PHYSICAL DEMANDS

- Persons performing service in this position classification will be expected to perform light work, which involves lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds. Even though the weight lifted may be very little, a job is in this category when it requires a good deal of walking or standing, or when it involves sitting most of the time with some pushing and pulling of arm or leg controls. To be considered capable of performing a full or wide range of light work, you must have the ability to do substantially all of these activities. If someone can do light work, we determine that he or she can also do sedentary work, unless there are additional limiting factors such as loss of fine dexterity or inability to sit for long periods of time. *(Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”)*

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION REQUIREMENT

Experience:

One (1) year of paid or volunteer experience working with children of various age levels requiring a specialized learning environment.

Education:

Equivalent to the completion of High School, preferably with training or coursework in child growth and development, special education, or a closely related field.

LICENSE AND/OR CERTIFICATE REQUIREMENT

- Possession of a Community First Aid Certificate issued by the American Red Cross