

STUDENT SERVICES ASSISTANT/with Bilingual Skill

JOB SUMMARY

Under the general supervision of the Project Coordinator, and the direct, close supervision of the school-based mental health professional, direct small group (2-4 students) lessons using the 2nd step curriculum in order to help reduce school adjustment difficulties in identified mild to moderate at-risk students. Will participate jointly with other school personnel in ways that enable them to profit from the special skills, styles, or knowledge utilized on the job. Translate simple notes as well as interpret for Spanish speaking individuals in meetings, conferences, and/or telephone calls.

TYPICAL DUTIES

Participate with school personnel and/or consultants in assignment, progress, exit, and other conferences concerning identified children in the school, interpreting and/or translating from English to Spanish and Spanish to English as required. Carry a minimum case load of 7-9 groups for every 17.5 hours of employment. Participate in a minimum of two hours per week of supervision and/or training. Establish rapport and warm meaningful relationships with referred children. Use behavior management techniques in order to run small group lessons. Talk with children and establish an atmosphere to encourage their expression of feelings and ideas. Deal effectively and constructively with such feelings and ideas. Help build confidence and self-esteem in children. Provide feedback to the Early Mental Health Initiative (EMHI), principal, teachers, and other school personnel. Write appropriate personal notes for project children. Assist in screening, selection, and evaluation of students. Assist with project record keeping and reporting. May be required to administer first aid/CPR Perform other related duties as assigned.

JOB REQUIREMENTS

Any combination of education, training, and/or experience which demonstrates ability to perform the required duties. A typical qualifying background would include graduation from high school, or equivalent, some experience working with limited or non-English speaking individuals in an organized setting; and, supplemented by college level course work in child development. Attend two day training every fall, requiring a minimum of one overnight stay (expenses paid by the District). Possession of a certificate in cardiopulmonary resuscitation (CPR), issued by American Red Cross or American Heart Association must be obtained during the probationary period. Maintain up-to-date certificate in CPR.

Knowledge of:

Basic techniques of working with students and running small groups, utilizing active listening, problem solving, intervention techniques. Correct grammar, spelling, punctuation, and pronunciation in both English and Spanish. Effective interpersonal and communication skills.

Ability to:

Learn and apply the basic techniques provided through District training. Demonstrate personal warmth, enjoy working with children, be reliable and adaptable, and have the ability to empathize. Maintain confidential records and information; communicate effectively with students, staff, and parents in both English and Spanish. Respond appropriately in crisis situations. Organize group activities.

LICENSE

Must possess a valid California driver's license and the ability to maintain qualification for District vehicle insurance coverage.

PHYSICAL ABILITY

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The selected candidate must pass a physical examination and drug screen.