

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: CHILD ASSOCIATE**

#### **BASIC FUNCTION:**

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

#### **ESSENTIAL FUNCTIONS:**

Work with students in a 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 child to improve their perception of themselves and their ability to succeed in school.

Assist in developing a 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 child'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 related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

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.  
Maintain consistent, punctual and regular attendance.  
Sit or stand for extended periods of time.  
Bend at the waist, kneel or crouch to assist children.  
Hear and speak to exchange information.  
See to read a variety of materials.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: graduation from high school and some experience organizing and directing simple youth activities and programs. Willingness to complete such training courses, in-service or otherwise, as may be required after being hired.

**WORKING CONDITIONS:**

ENVIRONMENT:

Indoor work environment.  
Outdoor work environment.