

## CHILD ASSOCIATE (PARAPROFESSIONAL) JOB DESCRIPTION

### Job requirements:

Child associates are selected on the basis of interpersonal and experiential qualities, rather than educational background. Associates may, but need not be, high school or college graduates. A training period prepares child associates for their duties within the school.

Applicants should exude personal warmth, enjoy working with children, be reliable and adaptable, and have the ability to empathize.

Evaluation procedures will follow standard district policies. In addition, specific Primary Project evaluation procedures may be implemented.

### Duties:

Child associates work under the direct supervision of the mental health professional. Child associates provide expressive play sessions with children that are designed to establish a positive meaningful relationship to reduce school adjustment difficulties. Child associates also participate jointly with other school personnel in ways that enable them to profit from the special skills, styles, or knowledge that they bring to the job.

Child associates are expected to carry out the following specific duties:

- Carry a minimum caseload of 12 students for every 15 hours of employment
- Participate in ongoing professional development and training related to Primary Project (12 hours of introductory Primary Project training in the first year and 6 hours of Primary Project related training in subsequent years)
- Participate in weekly supervision (minimum of 24 hours/year of supervision)
- Establish rapport and develop warm, meaningful relationships with referred children
- Use communication skills and creative play materials with individual children experiencing school adjustment problems
- Build safe, trusting relationships with students and be able to competently use child-led play skills including: Attending, reflecting content of play and feelings, encouraging decision making, and setting limits when necessary
- Provide feedback to the Primary Project team, principal, teachers, and other school personnel
- Participate with school personnel and/or consultants in selection, mid- and end-of-year conferences
- Write appropriate progress notes and complete program measures/data for Primary Project children
- Assist with program record keeping and reporting