

## WINDSOR UNIFIED SCHOOL DISTRICT

### JOB DESCRIPTION

#### **TITLE: Instructional Paraprofessional -- Primary Intervention Program (PIP)**

**DEFINITION:** Under supervision and limited direction of the Site Administrator, and in cooperation with the School Based Mental Health Professional, performs the necessary duties to assist in nondirective expressive play sessions that are designed to establish a positive meaningful relationship with students.

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- Establishes rapport and develops warm, meaningful relationships with referred students
- Uses communication skills, creative play materials, and games with individual students
- Talks with students and establishes an atmosphere to encourage their expression of feelings and ideas
- Helps build confidence in students through one-to-one interactions
- Provides feedback to the program team, including the site administrator, teachers and other school personnel
- Participates with school personnel and/or consultants in selection, progress, exit, and other conferences concerning students, both in the school and in community agencies.
- Assists in student selection and evaluation
- Collects, organizes and reports data collected
- Follows accepted principles, practices, rules and regulations of the district
- Provides on-going set-up of PIP Playroom
- Performs other related duties as assigned

#### **REQUIRED QUALIFICATIONS**

##### **KNOWLEDGE OF:**

- Good oral and written communication skills
- Organizational skills
- School rules and procedures
- Principal dynamics of the Primary Intervention Program (training provided)
- Non-directive Play and Communication (training provided)

##### **ABILITY TO:**

- Exercise good judgments, use discretion, work independently and maintain confidentiality
- Interact positively with students, parents, and staff members
- Maintain the confidentiality of school related information
- Work well with children
- Be reliable and adaptable
- Work well with “at risk” youth

**EXPERIENCE:**

- At least one (1) year experience working in an educational setting which provides direct instruction to students

**EDUCATION:**

- High School diploma or equivalent

**LICENSES/CERTIFICATES:**

- Must successfully pass the Instructional Assistant Proficiency exam prior to employment
- Possess or obtain a Red Cross recognized first aide certificate or successful completion of a first aid course within three (3) months after employment
- Possess or obtain CPR certificate within three (3) months after employment

**DESIRABLE QUALIFICATIONS:**

- Ability to communicate in Spanish

First Reading: 8/04/2005

Second Reading: 8/04/2005

Approved: 8/04/2005

Approved: 6/26/2018