

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Guidance Assistant - EMHI	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Various schools or departments	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	024 PARA
ISSUED:	August 4, 2009		

BASIC FUNCTION:

Assist in the school's Early Mental Health Initiative (EMHI) Program by scheduling and providing weekly individual and/or small group activity sessions for participating students; maintain and monitor manual or computerized forms, records, and progress reports; provide information to parents, students, and district staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Assist district counselor in establishing and conducting individual and/or group sessions for selected students participating in the EMHI Program to establish a positive relationship and improve their perception of themselves and their success in school. **E**

Coordinate with teachers to schedule each participating student's weekly session based on which EMHI Program they are enrolled in. **E**

Assist with parent conferences regarding the EMHI programs, objectives, and outcomes. **E**

Participate in mandatory ongoing training provided by the Department of Mental Health and district staff. **E**

Provide for distribution of forms, flyers, and other materials to parents. **E**

Assist in the selection and ordering of materials and supplies for the activity room. **E**

Maintain case and student contact records. **E**

Assist in gathering information on students and writing reports. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to one year of experience working with children in counseling or guidance services in an elementary school setting.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license.

Personal appearance, grooming, and language pattern which will provide a satisfactory example to students.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Child guidance principles and practices.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Reading and writing English communication skills.

District organization, operations, policies, procedures, and objectives.

Interpersonal skills using tact, patience, and courtesy.

Record-keeping techniques.

Basic computer skills.

ABILITY TO:

Provide leadership in assigned functions.

Maintain current knowledge of program rules, regulations, requirements, and restrictions.

Learn pertinent district policies and reporting requirements.

Assist in providing individual nondirective play and/or small group affective education activity sessions to students.

Communicate with and understand the needs of students.

Monitor and evaluate student progress.

Maintain and file routine records.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Maintain consistent, punctual and regular attendance.

Operate standard office equipment, including microcomputers.

WORKING CONDITIONS:

ENVIRONMENT:

Office and classroom settings.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information, seeing to read, prepare and proofread documents; sitting or standing for extended periods of time, dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and crouching to assist children; reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting light objects.

Job Code 6426

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