

**ROCHESTER CITY SCHOOL DISTRICT**  
**Primary Mental Health Program (PMHP) – Paraprofessional**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an important position in which the incumbent performs a variety of tasks with the objective of assisting the educational programs of the school.

**ESSENTIAL FUNCTIONS:**

- Proficient writing skills – writing samples will be requested;
- Conducts small group activities; play therapy activities;
- Ongoing mandated monthly report;
- Prepares professional summary reports;
- Keeps an accurate child log;
- Establishes rapport and warm meaningful relationships with children assigned to Primary Project so as to reduce children’s problem behaviors in the classroom and elsewhere, and to improve and enhance their behavior, educational performance, and social relationships;
- Uses conversation, creative play materials, games, modeling, coaching and other approaches to achieve prescribed goals for individual children experiencing school adaptation problems of a behavioral and/or educational nature;
- Communicates with children and establishes an atmosphere to encourage their expression of feelings and ideas; details effectively and constructively with such feelings and ideas;
- Helps to build confidence and self-esteem through one-to-one and/or group interactions;
- Provides feedback to the mental SW health team, principal, teachers, and other school personnel, and, at the discretion of the team, to parents about the progress and behavior of the child;
- Participates with school personnel and/or consultants in assignment, progress, termination and other conferences concerning children, both in the schools and in community agencies;
- When indicated by the team, meets with other school personnel to gain additional relevant information about referred children so as to better understand their current behavior;
- Writes appropriate progress notes and summary notes for children being seen;
- Participates in regularly scheduled, individual and/or group supervision by a team member; a variety of methods may be used to facilitate supervision, for example, discussion based upon associate notes, opportunities to sit in on the associate sessions with children, and, with appropriate permission, audio and videotapes; supervisory modes are determined by the team.

**ENTRY REQUIREMENTS:** In order to remain compliant with the funding and program guidelines, we must adhere to these requirements.

- Interpersonal skills and experiential qualities are primary selection criteria.
- Applicants should have personal warmth, enjoy working with primary grade K-3 children, be reliable and adaptable, and have the ability to empathize. Excellent writing skills are required.
- High school diploma is required.