

TEACHING PARENT ASSISTANT

DESCRIPTION OF WORK

This is non-professional work assisting teaching parents in maintaining the programs for delinquent and emotionally disturbed children in a group home.

Employees are responsible for carrying out the programs that have been designed and implemented by the teaching parents whenever they are absent. Work includes overseeing the running of the house and keeping activities schedule. Work is performed with general supervision under the teaching parent and is reviewed through written and verbal reports.

EXAMPLES OF DUTIES PERFORMED

Applies point system in behavior modification program as teaching parents have designed.

Follows schedule for household chores as assigned and instructs children in methods of cleaning, cooking. Etc., when needed.

Takes children on planned recreational outings.

Conducts "parent conferences" each evening; records interactions; provides detailed account; provides limited supportive counseling to individual child or in the group.

Performs related duties as required.

RECRUITMENT STANDARDS

Knowledges, Skills, and Abilities

Some knowledge of supportive counseling techniques.

Some knowledge of the concept of reward and punishment in modifying behavior and the methods of application.

General knowledge of community resources and governmental organization.

Ability to apply technical modification point system.

Minimum Education and Experience

Completion of community college or technical school curriculum in a human services field and one year of non-professional work with handicapped children; or two years of non-professional work with handicapped children; or an equivalent combination of education and experience.

Minimum Education and Experience for Trainee Appointment

Ability to read and write and follow written and oral instructions.