



JOB DESCRIPTION

CAMPUS AIDE

DEFINITION:

Under the direction of the assigned Principal, patrol and monitor campus activities to ensure the well-being and safety of students, personnel and visitors in non-classroom activities; ensure student compliance with school and organizational rules and procedures; discourage non-students or unauthorized persons from entering school grounds.

ESSENTIAL DUTIES:

- Patrol and supervise assigned areas of campus, ensuring students are safe, orderly and within supervised areas; monitor lunch areas, walkways, restrooms, parking lots and adjacent areas.
- Enforce school and organizational rules, regulations and procedures; identify and report unusual, suspicious or criminal activities; prevent, discourage or break up student conflicts and fights; identify and report instances of graffiti as needed.
- Ensure non-students on campus are authorized visitors and discourage non-students or unauthorized persons from entering school grounds per established procedures.
- Monitor student behavior and activity during passing periods and lunchtime; ensure students arrive to class in a timely manner; escort students to and from class as needed.
- Engage with students in a constructive and positive manner to encourage appropriate student behavior, in and out of the classroom setting.
- Maintain student engagement and supervision by walking around the classrooms.
- Assist in monitoring in backpack, car and clothing searches and related confiscation activities per established procedures; ensure searches are conducted while a school administrator is present as required; track and return confiscated items per established procedures.
- Direct vehicle traffic and monitor parking lots as needed.
- Maintain routine records and report related assigned activities as required.
- Operate equipment related to assigned activities; utilize and respond to calls on two-way radio; drive a vehicle to conduct work as assigned.
- Communicate with students, administrators, faculty and personnel concerning student behavior and assigned activities; report incidents involving students, personnel and the public to appropriate personnel or administrator.
- Assist with monitoring extra-curricular activities as assigned.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to:
 - Graduation from high school or equivalent GED.
 - Sufficient training and experience to demonstrate the knowledge and abilities listed above.

Desirable Qualifications:

- Experience working with students within a school or community-based organization.

Licenses, Certifications and other Requirements:

- Valid California Class C driver's license.
- Fingerprint clearance.
- Negative TB test result.

Knowledge of:

- Basic methods of individual and group supervision.
- Basic interests, attitudes and emotional development of adolescents.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping techniques.

Ability to:

- Patrol and supervise campus activities to ensure the well-being and safety of students, personnel and visitors in non-classroom activities.
- Ensure student compliance with school and organizational policies, rules and regulations.
- Investigate occurrences of property damage and suspicious or criminal activity.
- Learn, interpret, apply and explain rules and regulations.
- Prevent or break up student conflicts and fights.
- Work positively with students to encourage appropriate student behavior.
- Address/diffuse upset students, parents, and visitors.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written instructions.
- Maintain routine records related to assigned activities.
- Determine appropriate action within clearly defined guidelines.
- Communicate effectively both orally and in writing.
- Observe health and safety regulations.

WORKING CONDITIONS:

Work Environment:

- Indoor/Outdoor environment.
- Seasonal heat and cold or adverse weather conditions.
- Fast-paced environment with changing priorities.
- Driving a vehicle to conduct work.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Standing and walking for extended periods of time.
- Seeing to monitor student activities.
- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate a vehicle.

Hazards:

- Potential physical hazards involved in intervening in fights and other anti-social, illegal and violent behavior.
- Contact with dissatisfied or abusive individuals.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Board Approved: 5/12/2020

CSEA Approved: 5/7/2020

FLSA Status: Non-Exempt (Classified Employee Salary Schedule)