

**Title:**            **Campus Aide**

**Definition:**    Under general supervision of the secondary assistant principal, to assist in supervising and monitoring student behavior for general safety and welfare of students.

**Examples of Essential Duties:**

1. Patrol campus grounds, including restroom facilities, bicycle and vehicle parking areas, cafeteria, busing area, and/or crosswalks before, during, and after school to assure a safe environment.
2. Direct and/or escort students to class and/or office.
3. Greet and refer visitors to the office.
4. Control walk-on traffic on campus grounds by escorting non-students out.
5. Observe, talk with, and advise students who appear to be engaged in a personal confrontation.
6. Assist in supervision of student activities such as games, assemblies, evening programs, etc.
7. Personally interfere and subdue fighters as necessary.
8. Identify rumors and/or facts that may adversely affect campus safety and security and confer with supervisor about these.
9. Perform other related duties as assigned.
10. Assist in the enforcement of schoolwide discipline program.
11. Work positively with students to encourage appropriate student behavior.

**Qualifications**

1. Oral communication and interpersonal skill sufficient to communicate with a variety of people from various educational and socio-economic backgrounds.
2. Willingness to work various activities at different times.
3. Skills to work cooperatively with secondary students, teachers and administrators.
4. Must be willing to maintain an appearance suitable for a positive role model and for public contact.
5. Willing to work outdoors in inclement weather.
6. Possess tolerance to work with student in a variety of situations.
7. Possess emotional maturity, courtesy, good judgment, integrity, initiative, dependability.
8. Knowledge of student discipline, especially working with high risk, unmotivated, and potentially disruptive high school students, including crowd control techniques.
9. Ability to communicate on a 2 way radio.
10. Knowledge of Spanish language desired.
11. Ability to follow directions.
12. Passing score on district proficiency tests.
13. Ability to write to complete reports and forms.