



PERSONNEL COMMISSION

Class Code: 5288
Salary Range: 16 (C1)

CAMPUS STAFF ASSISTANT

JOB SUMMARY

Under general supervision, observe and monitor activities and facilities at an assigned campus to assure the well-being and safety of students, staff and visitors; advise students of appropriate standards of behavior and the importance of following school rules; assist school site administration in promoting a positive, productive and safe campus climate; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Serve as a role model and provide guidance to students regarding appropriate behaviors and the importance of following school rules; build rapport with students and assist in promoting a positive, productive and safe campus climate. **E**
- Screen student and visitor entry to campus; issue passes; escort and direct students and visitors to campus destinations; identify and address unauthorized visitors; report unauthorized visitors to school administration and contact School Safety as needed. **E**
- Observe and monitor campus buildings, gates, restrooms, lunch areas, grounds and parking lots to assure the well-being and safety of students, staff and visitors; monitor student activities during passing and meal periods; verify hall passes. **E**
- Identify and intervene in conflicts between individual or groups of students and de-escalate situations; assist students to problem-solve issues and resolve conflicts in a positive and constructive manner; maintain a high level of visibility on campus. **E**
- Conduct follow-up observations of student interactions on campus and in learning environments; refer students to counseling staff as appropriate; report inappropriate behaviors and rule infractions to school administration; prepare incident reports. **E**
- Communicate with students, administrators, staff and others to exchange information, coordinate activities and resolve issues or concerns; advise school administration and School Safety personnel of causes and effects of student tension on campus. **E**
- Monitor student behavior in alternative classroom environments; maintain sign in logs and input records of student attendance and behavior; communicate with certificated staff regarding students and related activities in the center. **E**
- Secure building and gates as directed by school administrators; assist administration with searches of student lockers and property; confiscate inappropriate items; inform students of dress code infractions and provide or arrange for temporary clothing. **E**

- Assist site administration and public agencies during emergency situations such as lockdowns or evacuations; escort students and staff to identified safe areas; administer first aid or necessary physical assistance to ill or distressed individuals. *E*
- Perform a variety of campus support activities such as maintaining records and files, receiving, storing and issuing supplies and equipment; answering phones, completing forms and distributing textbooks or other learning materials; set up furniture and audio-visual equipment in classrooms or for a variety of special events. *E*
- Monitor and assist in controlling crowds at special and athletic events; observe and report misuse of facilities, vandalism or other unauthorized activities; direct traffic. *E*
- Operate a variety of office equipment including a computer and assigned software; operate a two-way radio; drive a District or personal vehicle to conduct work and pick up supplies and equipment. *E*
- Accompany site administrators on home visits as assigned; participate in parent conferences as requested. *E*
- Attend and participate in a variety of meetings, trainings and conferences. *E*
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

A Campus Staff Assistant, working closely with site administrators and staff, actively monitors student activities and campus buildings, gates, restrooms, lunch areas, grounds and parking lots to assure the well-being and safety of students, staff and visitors at an assigned school site. The Campus Staff Assistant assists school site administration in promoting a positive, productive and safe campus climate and appropriate student behaviors on campus.

EMPLOYMENT STANDARDS

Knowledge of:

General principles of adolescent behavior and development.
General behavioral management strategies and techniques.
Diverse needs of students from varying socioeconomic and cultural backgrounds.
Applicable laws, codes, rules and regulations related to assigned activities.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
General conflict resolution techniques.
Operation of a variety of office equipment including a computer and assigned software.
Operation of a two-way radio.
Record-keeping and filing techniques.
Basic first aid procedures.

Ability to:

Model a relational approach to interacting with students, staff and the public.
Demonstrate understanding and patience toward students.

Build positive relationships and strengthen student engagement.
Demonstrate empathetic listening and interpersonal skills with individuals from varying cultural and socioeconomic backgrounds.
Understand adolescent behavior and be a positive role model to adolescents.
Analyze situations accurately and adopt an effective course of action.
Understand and work within scope of authority.
Interpret, apply, and explain applicable laws, codes, rules and regulations.
Intervene physically in confrontations and restrain students as needed.
Establish and maintain cooperative and effective working relationships with others.
Maintain confidentiality of sensitive and privileged information.
Understand and follow oral and written directions.
Communicate effectively both orally and in writing.
Prepare and maintain a variety of records, reports and files.
Operate a variety of office equipment including a computer and assigned software.
Operate a two-way radio.
Administer first aid or necessary physical comfort to ill or distressed individuals.

Education and Training:

Graduation from high school or equivalent. College-level coursework in psychology, child development, counseling or a related field is desirable.

Experience:

One year of experience working with adolescents or young adults in a structured environment or community-based organization. Experience working with at-risk youth is desirable.

Any other combination of education, training and experience which demonstrates that the applicant is likely to possess the required skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Positions in this classification require use of a personal automobile and the possession of a valid California Class C driver's license.

An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

In accordance with Education Code 38001.5, a certificate of completion of a school security guard training course must be provided at the time of application.

Incumbents may be required to work adjustable schedules including evenings and weekend assignments.

Incumbents in this classification must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification.

WORKING ENVIRONMENT

Indoor and outdoor campus environment.
Seasonal heat and cold or adverse weather conditions.
Contact with dissatisfied or abusive individuals.
Exposure to physical confrontations.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Hearing and speaking to exchange information in person and on the telephone.
Seeing to monitor campus activities and read a variety of materials.
Dexterity of hands and fingers to operate a computer keyboard.
Standing and walking for extended periods of time.
Bending at the waist, kneeling or crouching to move supplies and equipment.
Sufficient strength to lift or restrain students.
Lifting, carrying, pushing or pulling objects weighing up to 25 pounds, and occasionally up to approximately 50 pounds with assistance.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.