



**CLASS TITLE: CAMPUS ASSISTANT
UNIT 2**

BASIC FUNCTION:

Under the direction of the Assistant Principal, patrol and monitor campus activities to assure the well-being and safety of students and staff in non-classroom activities; assure student compliance with school and organizational rules and procedures.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Patrol and monitor assigned areas of campus, assuring students are safe, orderly and within supervised areas; monitor lunch areas, walkways, restrooms, playgrounds and parking lots.

Enforce school and organizational rules, regulations and procedures; investigate and report unusual, suspicious or criminal activities; prevent or break up student conflicts and fights.

Escort and direct authorized visitors to desired destinations; escort delinquent students to and from administration offices; retrieve students as requested by administrators; escort sick or injured students to office as necessary.

Communicate with students, administrators and staff concerning student behavior and assigned activities; report incidents involving students, personnel and the public to school administrators.

Maintain assigned campus areas in a safe and orderly condition; report hazardous or dangerous situations on school property.

Pick up paper and other debris from school grounds, walkways and areas adjacent to school facilities; sweep concrete surfaces adjacent to school building as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic methods of individual and group supervision.

Oral and written communication skills.

Health and safety regulations.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Patrol and supervise campus activities to assure the well-being and safety of students and staff in non-classroom activities.

Assure student compliance with school and organizational policies and regulations.

Perform routine custodial activities.

Learn, interpret, apply and explain laws, rules and regulations.

Prevent or break up student conflicts and fights.

Establish and maintain cooperative and effective working relationships with others.

Determine appropriate action within clearly defined guidelines.

Observe health and safety regulations.



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EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.

Seasonal heat and cold or adverse weather conditions.

PHYSICAL DEMANDS:

Standing and walking for extended periods of time.

Seeing to monitor student activities.

Hearing and speaking to exchange information.

HAZARDS:

Potential physical hazards involved in intervening in fights and other anti-social, illegal and violent behavior.

Contact with dissatisfied or abusive individuals.