

Sweetwater Union High School District

CAMPUS ASSISTANT

Purpose Statement

The job of Campus Assistant is done for the purpose/s of providing for the safety of students and staff during non-classroom activities; minimizing the frequency and/or severity of harmful incidents; and communicating observations and/or incidents that may impact the general well being of students, school personnel, and/or visitors.

Essential Functions

- Monitors student behavior during and between assigned periods and at student events (e.g. lunch room, classrooms with substitutes, detention, dances, home games, etc.) for the purpose of ensuring student compliance with established policies and regulations, maintaining a safe and positive learning environment, and securing facility.
- Responds to a variety of situations (e.g. accidents, injuries, vandalism, graffiti, suspicious activities, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety and/or security concerns.
- Refers incidents including personal injuries, altercations, suspicious activities, rule violations, etc. to appropriate site personnel for the purpose of ensuring follow-up in accordance with administrative, site security and student safety guidelines.
- Investigates activities and events (e.g. unauthorized visitors, threats against students, possible violations of school policy, etc.) for the purpose of assisting law enforcement personnel, developing information necessary to determine appropriate action, and/or provide documentation for future reference.
- Intervenes in potential conflicts and emergency situations for the purpose of minimizing disruptions of campus activities and/or injury to involved parties.
- Communicates safety and security policies and enforcement procedures to students, staff and visitors for the purpose of ensuring their understanding of such information and the potential consequences of violation.
- Consults with other school and district personnel, assigned police officer, representatives of local agencies, etc. for the purpose of providing information and/or taking action regarding investigations, criminal activities, gang activities, vandalism, etc. for the safety and security of school site.
- Responds to inquiries from a variety of sources regarding campus security issues for the purpose of providing information, direction and/or referral for addressing inquiry.
- Oversees independent contractors and assigned volunteers at school and athletic events for the purpose of ensuring the safety and security of the students and property.
- Prepares reports and other written materials (e.g. incident reports, activity logs, procedures, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Maintains a variety of manual and electronic files and records (e.g. schedules, investigations, guidelines, etc.) for the purpose of documenting activities, providing an up to date reference and audit trail.
- Suggests policies, procedures and/or actions to school administration for the purpose of providing information and/or direction for ensuring campus security.
- Participates in a variety of meetings for the purpose of conveying and/or gathering information required to perform job functions.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: administering first aid; operating standard office equipment and using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: methods of investigation, individual and group supervision; first aid and CPR; and safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with similar types of data; and utilize job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with tact, patience and courtesy to diverse groups including those exhibiting antisocial, illegal and violent behavior or those who are dissatisfied or abusive; maintaining confidentiality; and working as part of a team.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and physical agility and stamina. Generally the job requires 10% sitting, 60% walking, and 30% standing. The job is performed in indoor and outdoor environment under seasonal heat and cold or adverse weather conditions and some hazardous conditions.

Education/Experience

Any combination equivalent to High School diploma or equivalent and one year of related job training and experience.

Required Testing

Pre-Employment Proficiency Test

Certificates & Licenses

CPR/First Aid Certificate

Continuing Educ./Training

None Specified

Clearances

Pre-placement Physical Exam; TB Clearance; and Criminal Justice Fingerprint/Background Clearance.

Sweetwater Union High School District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. SUHSD Board Policy #0410

Paraprofessional Job Description

Adopted by BOT 2/19/13

Salary Range: 46