

CAMPUS SAFETY ASSISTANT

JOB SUMMARY	Under supervision of the site Administrator, assist in maintain a safe and orderly site environment by monitoring school parking lots, extended play ground areas, campus buildings, and grounds, to insure that students are in class and to discourage unauthorized visitors and/or loiteri
DISTINGUISHING CHARACTERISTICS	A Campus Safety Assistant aides the school site administrators in monitoring and ensuring compliance with school and district rules, regulations, and policies for the safety and security of students, staff, and property by supervising campus areas, assuring appropriate student behavior, and discourage unauthorized visitors. Use a two-way radio in communicating with site administrator(s) as well as other district personnel.
TYPICAL DUTIES	Monitor and check for unauthorized non-students or adults on campus, making referrals to Principal's office. Monitor passes of students leaving campus, recording and referring students who leave without proper authorization to the Principal. Responsible for keeping students out of unauthorized areas or from loitering the parking lots and/or on grounds after school hours. Supervise behavior of students in restrooms and lunch areas. Spot trouble areas and reporting any unusual activity or behavior immediately to the site administrator. Report vandalism. Provide assistance to sheriff's deputies, police, and/or probation officers. May be required to administer first aid/CPR. Provide information and assistance to staff, visitors, and students. Perform related duties as assigned.
JOB REQUIREMENTS	Any combination of education, training, and/or experience which demonstrates your ability to perform the required duties. A typical qualifying background would include graduation from high school or equivalent; work experience either in paid or volunteer status which indicates your ability to work with groups of young people and control the behavior and activities of students in a variety of situations. Possession of a certificate in cardiopulmonary resuscitation (CPR), issued by American Red Cross or American Heart Association, and a certified Multimedia First Aid Card must be obtained during the probationary period. Maintain up-to-date certificates in first aid and CPR.
Knowledge of:	Basic methods of individual and group supervision. Basic interests, attitudes, and emotional development of the adolescent. Self defense techniques. Course work in psychology, education, or a related field is desirable. Using a two-way radio for communication.
Ability to:	Monitor the behavior and activities of students in a variety of situations. Encourage a positive student approach to learning self responsibility and discipline. Communicate appropriately and effectively with students, teachers, administrators, and the general public. Understand and apply school and district rules and policies. Understand and follow oral and written directions. Work independently. Establish effective working relationships. Analyze situations accurately and use good judgement and appropriate initiative in selecting a course of action. Tolerate occasional aggressive and verbal behavior without overreacting.
PHYSICAL ABILITY	The selected candidate must be able to perform the duties of a rigorous work schedule which includes the ability to walk extensively throughout the day, to move rapidly if a situation requires it, and to bend or stoop as necessary and pass a physical examination and drug screen certifying this ability.
WORK ENVIRONMENT	Both indoor and outdoor areas and are subject to adverse weather conditions.