



**Alpine Union School District**

Equal Employment Opportunity

**CLASSIFIED**  
**Job Class Description**  
**4270.9**

**CAMPUS SAFETY ASSISTANT**

**DIVISION:** Student Services

**SALARY SCHEDULE:** Classified  
**LEVEL:** Range 6

**REPORTS TO:** Site Principal or designee

**DATES CURRENT JOB DESCRIPTION APPROVED:**  
Board of Trustees effective:.....

**PURPOSE:**

Under general supervision of the school principal or her/his designee, a Campus Safety Assistant supervises the non-classroom activities of students in various designated areas of the site (e.g., playground, lunch areas, hallways, Middle School locker room) to assure the safety and security of the students; assists in providing a safe and fun experience during recess and lunch times, both outdoors and indoors, and monitors student behaviors to avert bullying and promote positive interactions among students. Incumbents in this classification provide students, staff and the public with a more secure and predictable environment which directly supports student learning.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.)

- Supervises students during play periods, lunch periods, and before and after school to maintain order and ensure safe conduct.
- Monitors students' behaviors and intervenes when necessary to enforce positive interactions and a fair sense of play among all students.
- Moves/Walks continuously and alertly while supervising assigned areas to assure students are safe and positively engaged in various approved play and meal activities.
- Escorts students to ensure student safety.
- Follows established procedures in case of accident, injuries, or emergencies and during fire drills.
- Encourages students to observe fundamental courtesies.

Job Class Title: Campus Safety Assistant

Updated 11/2019

Previous job class approval/revision dates: 01/22/2003

Page 1 of 3

- Provides positive reinforcements to encourage friendly and polite interactions among students.
- Assists students with life tasks and activities such as tying their shoes, eating their lunch, opening wrapped or packaged food.
- May assist students to settle disputes amicably and politely.
- May be assigned at the middle school to open a locker room and ensure safety of students in that area while they are dressing for physical education class and for returning to their classrooms.
- Issues incident report when needed to correct various student misbehaviors.
- Communicates with teachers and site administration regarding any serious student misbehaviors that will require follow up discipline on the part of site administration.
- Greets the public found to be entering the campus and escorts such individuals to the site office; directs authorized visitors to desired destinations and provides general information and assistance.
- Detains students pending the arrival of administrators and provides information to assist administrators in understanding situations.
- May patrol campus perimeter and parking areas when students are in class.
- Makes playground equipment available for student use (e.g., jump ropes, tether ball, soccer ball, basketball), inventories equipment and reports any broken items for replacement.
- Ensures that playground equipment is returned to storage area following recess.
- Picks up trash accumulated on campus.
- May assist in supervising and directing traffic in site parking lots and may supervise students at site drop-off and pick-up areas when students exit school bus or parent-driven vehicles.
- Attends in-service training as required.
- Wears District-issued visible safety vest and identification card while on duty.
- Communicates through District email service and other electronic communications.
- Performs other duties related to the class as assigned.

#### **QUALIFICATIONS /REQUIREMENTS:**

(At time of application.)

#### **KNOWLEDGE OF:**

- Student behaviors and social/emotional states typical for the age group.
- School rules and regulations.
- Playground area and hazards.
- Basic methods of individual and group supervision.
- Basic methods for managing and motivating students.
- Basic interests, attitudes, behaviors and emotional development of adolescents.
- Oral and written communication skills.

#### **ABILITY TO:**

- Understand and follow written and oral instructions.
- Apply various strategies and techniques to promote positive student interactions and observance of school rules.
- Work alone in situations requiring firm and fair dealings with students or campus visitors.
- Patrol/Monitor assigned areas and supervise students at play and at lunch.
- Establish and maintain effective working relationships with students, staff and the community.

Job Class Title: Campus Safety Assistant

Updated 11/2019

Previous job class approval/revision dates: 01/22/2003

Page 2 of 3

- Demonstrate respect for and establish rapport with students to facilitate encouraging them to adhere to site rules of behavior on the playground and at lunch.
- Enjoy interacting with students and exhibit flexibility, patience and positive role modeling.
- Communicate effectively, professionally and respectfully with a diversity of individuals and/or groups.
- Follow department and District policies and procedures.

#### **EDUCATION/EXPERIENCE AND OTHER QUALIFICATIONS:**

##### **Training and Experience:**

High school graduation or equivalent.

Job-related experience working with children in an educational setting is highly desired.

#### **WORK ENVIRONMENT/PHYSICAL DEMANDS:**

(Must be performed with or without reasonable accommodations)

Good physical condition as determined by pre-employment inquiries and medical examination.

Work setting is primarily outdoors, subject to some extremes of heat or cold with seasonal weather changes.

Work shifts are typically less than four hours and most of the shift requires constantly walking and standing.

Occasionally required to reach with hands and arms, or balance, stoop kneel and crouch.

Occasionally lift, push, pull items such as playground equipment, balls, pumps, etc.