

MODESTO CITY SCHOOLS

JOB DESCRIPTION

CAMPUS SAFETY ASSISTANT-K-6

DEFINITION:

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

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Patrol and supervise assigned areas of campus, assuring students are safe, orderly, and within supervised areas.
- Monitor gates, entry walls, and exit check points to address and respond to unauthorized persons attempting to enter campus; monitor lunch areas, walkways, restrooms, parking lots and adjacent areas.
- Assure student compliance with school and District policies and regulations; advise students regarding school rules and disciplinary policy to correct negative behaviors on campus.
- Monitor student behavior and activity during passing periods and lunchtime; assure students arrive to class in a timely manner.
- Report inappropriate behavior and/or violations to school administrators; enforce school rules, dress code and student disciplinary policy.
- Monitor visitors for proper identification; provide general information and assistance; direct vehicle traffic as needed; escort students to and from the office to classrooms and other campus areas; retrieve students as requested by administrators; escort ill or injured students to health office.
- Locate and contact students who are truant and/or loitering on campus and escort them back to the classroom or to the administration office.
- Monitor traffic flow at school sites to reduce congestion and assure safety; direct traffic to assure safety for parents and other drivers; identify and report any traffic or safety hazards; direct emergency vehicles during emergency situations.
- Communicate with students, administrators, faculty and staff concerning student behavior and assigned activities; report incidents involving students, personnel and the public to appropriate staff or administrator; may contact law enforcement personnel as authorized by school administrators.
- Collaborate with school administrators during emergency incidents on campus as necessary report safety, sanitary, fire hazards and maintenance and repair needs to appropriate authority
- Maintain routine records and reports related to student misconduct, tardiness, accidents and assigned activities.
- Operate a variety of standard office equipment including a computer and assigned software; type and input data; operate a two-way radio; drive a vehicle to conduct work.
- Assure students have proper permission slips outside of classrooms during instruction periods; complete and distribute tardy slips.
- Assist with set up and assembly of equipment, activities and events as needed; maintain assigned campus areas in a safe and orderly condition.
- Unlock and lock gates, doors, lockers and school facilities as directed.
- Attend and participate in meetings and in-service trainings.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and one year experience working with school age children in an organization setting or learning environment.

Licenses and other Requirements

- Valid California Class C driver's license.
- Must provide a DMV printout within five work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.

DESIRED QUALIFICATIONS:

- Valid First Aid and CPR Certificate.

Knowledge of:

- Basic methods of individual and group supervision.
- Basic interests, attitudes and emotional development of adolescents.
- District organization, operations, regulations, policies and objectives related to position.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students.
- Operation of a variety of standard office equipment including a computer and assigned software.
- Oral and written communication skills.
- Health and safety regulations.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping techniques.

Ability to:

- Patrol and supervise campus activities to assure the well-being and safety of students, staff and visitors in non-classroom activities.
- Assure student compliance with school and organizational policies, rules and regulations.
- Enforce campus security, control, rules and regulations.
- Report occurrences of property damage and suspicious or criminal activity.
- Learn, interpret, apply and explain rules and regulations.
- Prevent or break up student conflicts and fights.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written instructions.
- Maintain routine records related to assigned activities.
- Determine appropriate action within clearly defined guidelines.
- Communicate effectively both orally and in writing.
- Observe health and safety regulations.

WORKING CONDITIONS:

Work Environment:

- Indoor/Outdoor environment.
- Seasonal heat and cold or adverse weather conditions.
- Drive a vehicle to conduct work.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Standing, standing and walking for extended periods of time.

- Seeing to monitor student activities.
- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate a vehicle.
- Physical agility and stamina.
- Running.

Hazards:

- Potential physical hazards involved in intervening in fights and other anti-social, illegal and violent behavior.
- Potential contact with blood and other body fluids.
- Contact with dissatisfied or abusive individuals.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved: 2/24/15

Unit Approved: 2/18/15

Board Approved: 4/20/15

FLSA Status: Non Exempt