

VISTA UNIFIED SCHOOL DISTRICT

CAMPUS ASSISTANT II

DEFINITION

Under general supervision, to supervise, monitor, and control a secondary school campus and parking areas; and to do other related work as required.

ESSENTIAL DUTIES

- Perform campus and parking lot control and monitoring functions and activities.
- Monitor and direct student activities in hallways, rest rooms, and in areas adjacent to the school buildings.
- Control, monitor, and provide direction to unauthorized persons on the campus and in parking lot areas.
- Assist and direct campus visitors to authorized parking areas and appropriate offices.
- Inspect, review, and monitor campus and parking areas to ensure against inappropriate behaviors, and to ameliorate potential safety hazards.
- Assist in the maintenance of appropriate student behaviors.
- Enforce the District and school regulations pertaining to day and evening student activities.
- Counsel and advise students and others regarding violation of rules and regulations.
- Report inappropriate student behavior and prepare the necessary incident reports.
- Contact the security force or appropriate law enforcement agencies, as necessary, to maintain the security and control of campus and parking areas.
- Prepare vandalism, property damage, and theft reports.
- Assist ill students or students experiencing difficulty by escorting them to the health office or appropriate administrative offices.

QUALIFICATIONS

Knowledge of:

Behavior modification strategies and techniques;

Policies, rules, and regulations concerning campus control, security, and appropriate student behavior;

Crowd control procedures and the detection and identification of dangerous drugs and improper substances;

Safe campus supervision methods and procedures.

Ability to:

Perform effectively and efficiently in situations requiring tact, diplomacy, and good judgment;

Enforce campus rules and regulations;

Communicate effectively in oral and written form, particularly with adolescent students;

Perform evening and weekend student supervision services;

Understand and carry out oral and written directions;

Establish and maintain cooperative working relationships.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 50 to 75 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, and possessing the manual dexterity to operate equipment and use hand tools and to handle and work with various materials and objects are important aspects of this job.
- Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced.
- Must have a full range of motion in the upper extremities.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

One year of experience working with adolescent age students performing supervision and control services.

Education:

Equivalent to the completion of the twelfth grade, supplemented by training or course work in behavior modification techniques, student supervision, or closely related fields.

Certificate Requirement

Must possess a valid first aid certificate issued by a qualified training agency, including CPR training.