VISTA UNIFIED SCHOOL DISTRICT

CAMPUS ASSISTANT I

Purpose Statement
The purpose of a Campus Assistant I is to provide support to the instructional program with specific responsibilities for monitoring the activities and behavior of students on middle school grounds to ensure a positive and safe environment; minimize the frequency and/or severity of harmful incidents; document observations and/or incidents that have a potential impact on the general well-being of students, staff, and/or visitors.

This job reports to an assigned administrator.

Essential Functions

- Administers first aid in emergency situations for the purpose of meeting immediate health care needs within established guidelines.
- Assists in the investigation of incidents (e.g., vandalism, theft, fights, rule violations, etc.) for the purpose of providing support in mediating issues.
- Attends meetings, workshops, and/or in-service training for the purpose of conveying and/or gathering information required to perform functions.
- Collaborates with a variety of internal and external parties for the purpose of conveying and/or gathering information required to perform job functions, providing support for assigned services, and providing information.
- Communicates safety and security policies and enforcement procedures to students, staff, and visitors for the purpose of ensuring understanding of established building security procedures, policies, and consequences.
- Coordinates with supervisor for the purpose of maximizing the efficiency of the workforce, providing assistance with administrative functions, and assisting in the achievement of department, program, and district goals.
- Greets and assists individuals (e.g., visitors, parents, students, vendors, staff, teachers, etc.) for the purpose of responding to inquiries and/or directing individuals to appropriate location in accordance with established building security procedures.
- Maintains a variety of manual and electronic documents, files, and records (e.g., schedules, guidelines, documentation, incident reports, activity logs, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors student behavior for the purpose of enforcing school safety and security and ensuring student compliance with established guidelines.
- Operates equipment (e.g., two-way radio, computer, copiers, golf cart, etc.) for the purpose of improving efficiency in the completion of job functions in a safe and effective manner.
- Patrols school facilities (e.g., hallways, grounds, buildings, restrooms, locker rooms, parking areas, etc.) for the purpose of providing administrative visibility, maintaining security, and deterring crime.
- Prepares documentation (e.g., incident and activity reports, security logs, etc.) for the purpose of providing written support and/or conveying information.
- Provides traffic and parking control for the purpose of maintaining efficient traffic flow and use of parking areas in accordance with established guidelines.
- Refers incidents (e.g., injuries, altercations, suspicious activities, rule violations, etc.) to appropriate site personnel for the purpose of ensuring follow-up in accordance with administrative guidelines.
● Responds to a variety of situations (e.g., accidents, emergencies, conflicts, fights, injuries, vandalism, suspicious activities, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety and/or security concerns.

● Verifies identity of visitors for the purpose of maintaining a secure school environment and restricting access to the site and/or students to authorized persons within established guidelines.

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 tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include:

- adhering to safety practices;
- administering first aid in accordance with established guidelines;
- applying job-related codes, regulations and laws;
- enforcing established discipline policies, rules, and regulations;
- preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include:

- age appropriate behaviors;
- behavior modification techniques;
- community resources;
- conflict resolution techniques;
- crowd and traffic control techniques;
- cultural differences of student population;
- interpersonal skills using tact, patience, and courtesy;
- job-related codes/laws/rules/regulations/policies;
- recordkeeping and record retention practices;
- school safety practices and procedures;
- security and patrol practices;
- student supervision principles.

ABILITY is required to schedule activities; 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 specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals and/or groups; work with similar types of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include:

- adapting to changing priorities;
- analyzing issues and determining an appropriate course of action;
- communicating with diverse groups and individuals;
- diffusing argumentative behavior;
- displaying tact and courtesy;
• effectively deter inappropriate or unlawful behavior of students;
• enforcing policies, rules, and regulations in an assertive, equitable, and consistent manner;
• establishing and maintaining effective working relationships with others;
• interacting with the public;
• maintaining composure in emergency situations;
• maintaining confidentiality;
• preparing accurate records;
• reading, interpreting, explaining, and following laws, rules, regulations, policies, and procedures;
• understanding and following oral and written directions;
• working as part of a team;
• working with detailed information/data;
• working with frequent interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling up to 75 lbs., some stooping, kneeling, crouching, and/or crawling, and significant fine finger dexterity. Generally the job requires 10% sitting, 80% walking, and 10% standing. The job is performed under some temperature variations with some exposure to risk of injury and/or illness.

Experience: Job related experience is required.
Education: High school diploma or equivalent.
Equivalency: Graduation from high school or equivalent supplemented by training or coursework in behavior modification techniques, student supervision, or related areas and six months of experience working with adolescents performing supervision activities.
Retention: In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of one hundred thirty (130) days of paid regular service (excluding days absent for illness or injury) during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

Required Testing

For those candidates who meet the minimum qualifications, the assessment process will consist of any one or more of the following: Screening for most qualified candidates, Training and Experience Evaluation, a Written Test, a Performance Test, and/or a Qualifications Appraisal Interview.

Certificates and Licenses

Valid First Aid/CPR Certification

Continuing Educ. / Training

Clearances
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