CLASS TITLE: CAMPUS ASSISTANT – Career Education Center

BASIC FUNCTION:

Under the direction of the assigned administrator, patrol school buildings and campus grounds to maintain order and security; monitor students during break periods and bus loading and unloading activities.

REPRESENTATIVE DUTIES:

Patrol school buildings, grounds and parking areas to maintain order and security and to attempt to prevent illegal acts and campus disorder; monitor student passage between classrooms and facilities. E

Facilitate communications between students, and school officials and staff and law enforcement personnel to enhance understanding and promote a secure environment. E

Respond to vending machine complaints; count and verify money in machines; refund money or refer students to appropriate personnel according to established policies and procedures. E

Observe and check students or visitors who appear to be loitering and are out of class and determine appropriate action; identify students in violation of school rules and regulations, and take appropriate action. E

Escort students to appropriate personnel for disciplinary action as necessary; perform visual and locker search for alcohol, weapons, drugs and drug paraphernalia and report to appropriate authorities according to established procedures. E

Respond to teacher's request for assistance in the classroom; observe students, recognize potential for physical violence and mediate conflict resolution. E

Monitor students boarding and disembarking school buses; assure student cooperation according to school rules and regulations; count student on bus and assure appropriate attire is worn. E

Operate a two-way radio to communicate with school office and other security personnel. E

Prepare records and reports. E

Participate in meetings with staff, students and parents regarding discipline matters as directed. E

Direct campus visitors to various campus locations. E

Perform related duties as assigned. E

KNOWLEDGE AND ABILITIES:

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KNOWLEDGE OF:
Basic security of property and person.
Basic methods of individual and group supervision.
Skills utilized to maintain positive relationships with students and adults.
Individual and group behavior related to juveniles.
Interpersonal skills using tact, patience and courtesy.
Health and safety regulations.
Record-keeping techniques.

ABILITY TO:
Patrol and monitor an assigned campus to maintain order and security in a school setting.
Assure student compliance with school, District and applicable Education Code policies and regulations.
Learn, interpret, apply and explain rules, regulations, policies and procedures.
Perform duties with patience, tact and good judgment and within established guidelines.
Facilitate communications between students, school and District officials and law enforcement personnel to enhance understanding and promote a secure environment.
Establish and maintain cooperative and effective working relationships with others.
Accurately observe situations and determine an effective course of action.
Maintain routine records and reports related to assigned duties.
Operate a two-way radio.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: graduation from high school and one year experience working with youth in an organized setting.

LICENSES AND OTHER REQUIREMENTS:
Valid First Aid and CPR Certificate issued by an authorized agency.

WORKING CONDITIONS:
ENVIRONMENT:
Outdoor environment; subject to possible fights and confrontations.

PHYSICAL ABILITIES:
Require vision (which may be corrected) to read small print, require the mobility to stand, stoop, reach and bend, require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects, perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job, standing for extended periods of time, running, walking and climbing stairs, and hearing and speaking to exchange information.

Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.

HAZARDS:
Adverse weather conditions; Working directly with students and members of the public who may
become hostile, disorderly, verbally abusive, and/or exhibit physically aggressive behaviors toward themselves and others.