



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

CLASSIFICATION AND POSITION DESCRIPTION

TITLE:	School Campus Aide	REPORTS TO:	Assigned Supervisor	
DEPARTMENT/SCHOOL:	As Assigned	CLASSIFICATION:	Non-Administrative Classified Technical	
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	10 months/Calendar 5004 7.5 hours per day or duty days/hours as assigned	
APPROVED: Board Commission		SALARY GRADE:	Schedule: 56 Range: 29	

BASIC FUNCTION:

Under the direction of an assigned supervisor, monitor students during meal periods, recess periods and school activities. Perform light cleaning in meal areas and perform other related assignments as necessary.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Monitor students in and around the following areas (including but not limited to): lunchrooms, playgrounds, bus stops, parking lots, crosswalks, classrooms or locker rooms when teachers are unavailable.
- Engage students when playing at lunch or recess and during school activities.
- Report conditions that are hazardous to the health and safety of students.
- Assist students in conflict mediation/solving problems; reinforcing school agreements governing proper behavior of students.
- Report ongoing conflicts to site or district administration.
- Monitor and observe or scan assigned target areas.
- Perform light cleaning duties such as wiping down tables and benches in meal areas both indoors and outdoors.
- Assist students as needed in opening lunch items when necessary.
- Maintain order in and around indoor and outdoor meal areas.
- Assist with school wide activities and events to maintain the orderly and efficient movement of students to/through/during the assigned activity.
- Perform other related duties as assigned.