

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	11/28/2018 12/6/2018	SALARY GRADE:	Schedule: 56 Range: 29	

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, monitor students [primarily](#) during meal [and recess](#) periods, ~~recess periods~~ and [other](#) school activities [as needed](#). Perform light cleaning in meal areas and perform other related assignments as necessary.

**REPRESENTATIVE DUTIES:**
**ESSENTIAL DUTIES:**

- Monitor students [primarily during meal and recess periods](#) in and around the following areas (including but not limited to): lunchrooms, playgrounds, bus stops, parking lots, crosswalks, [or](#) 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 including but not limited to: Picture day, Vision/Hearing Screening, etc, to maintain the orderly and efficient movement of students to/through/during the activity.
- Perform other related duties as assigned.

**MINIMUM QUALIFICATIONS**

The requirements listed below are representative of knowledge skills and abilities required to satisfactorily perform the essential duties and responsibilities.

**Education and Experience:** Any combination equivalent to:

- Graduation from high school or equivalent.
- Six (6) months working with students desired.

## **LICENSES AND OTHER REQUIREMENTS:**

Valid first aid and CPR certificates issued by authorized agency preferred.

Incumbents in this classification may be required to speak, read and write in a designated second language.

Employment eligibility that includes fingerprint, tuberculosis and/or other employment clearance.

## **KNOWLEDGE OF:**

- Appropriate student conduct in and out of the classroom.
- Basic methods of individual and group supervision.
- Child guidance principles and practices.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Current social and behavioral problems affecting local students.
- Health and safety regulations.
- Interpersonal skills using tact, patience and professionalism.
- Mathematical computations.
- Oral and written communication skills.
- Safe practices in classroom and playground activities.
- School rules and regulations.
- Standard broadcasting procedures of a hand-held two-way radio system.

## **ABILITY TO:**

- Assure student compliance with school and organizational policies and regulations
- Communicate effectively both orally and in writing
- Complete work with many interruptions
- Demonstrate an understanding, patient and receptive attitude toward students
- Determine appropriate action within clearly defined guidelines
- Establish and maintain cooperative and effective working relationships with others
- Learn organizational operations, policies and objectives
- Make mathematical computations with speed and accuracy
- Meet schedules and time lines
- Monitor, observe and report student behavior
- Observe health and safety regulations
- Operate a two-way radio
- Prevent or break up student conflicts and fights
- Read books to students and assist with reading and writing activities
- Scan and monitor campus activities to assure the well-being and safety of students and staff in non-classroom activities
- Understand and follow oral and written instructions

## **WORKING CONDITIONS**

### **ENVIRONMENT:**

- Classroom and other indoor and outdoor learning environments
- Interactions with dissatisfied, hostile and irate individuals
- Seasonal heat and cold or adverse weather conditions
- Subject to demanding time lines and constant interruptions

### **PHYSICAL ABILITIES:**

- Bending at the waist and/or kneeling to assist students and to retrieve materials
- Hearing and speaking to exchange information
- Lifting, carrying, pushing and/or pulling students weighing up to 50 pounds and with assistance for over 50 pounds
- Seeing to read a variety of materials and monitor student activities
- Sitting, standing or walking for extended periods of time

### **HAZARDS:**

- Contact with blood-borne pathogens and infectious diseases
- Contact with dissatisfied, assaultive or abusive individuals.
- Exposure to blood borne pathogens and infectious diseases

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