

## CAMPUS CONTROL ASSISTANT- K-8

### DEFINITION:

Under the supervision of the Assistant Principal, patrols and supervises campus activities to assure the well-being and safety of students, staff and visitors in non-classroom activities at an assigned K-8 campus site; assures student compliance with school and organizational rules and procedures.

### ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Patrols and supervises assigned interior and exterior areas of campus and assures students are safe, orderly and within supervised areas; assures non-students on campus are authorized visitors; monitors lunch areas, walkways, restrooms, parking lots and adjacent areas as assigned.
- Enforces school and organizational rules, regulations and procedures; investigates and reports unusual, suspicious or criminal activities; prevents or breaks up student conflicts and fights.
- Provides general information and assistance; escorts delinquent students to and from administration offices; retrieves students as requested by administrators; escorts injured students to office.
- Directs vehicle traffic as needed and sets up traffic cones.
- Unlocks and locks gates, doors and lockers as directed.
- Communicates with students, administrators, faculty and staff concerning student behavior and assigned activities; reports incidents involving students, personnel and the public to appropriate staff or administrator; provides information to and assist police in matters of illegal student activity.
- Maintains routine records related to student misconduct, accidents and assigned activities.
- Provides assistance to staff during emergency situations as necessary; administers basic first aid to students and staff as necessary.
- Operates and responds to calls on two-way radio; operates other assigned equipment including assigned office equipment; drives a vehicle to conduct work as assigned by the position.
- Assists with conducting emergency drills as assigned.

### QUALIFICATIONS GUIDE

#### Knowledge of:

- Basic methods of individual and group supervision.
- Basic interests, attitudes and emotional development of adolescents.
- Oral and written communication skills.
- Health and safety regulations.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping techniques.
- Basic first aid and CPR procedures.

#### Ability to:

- Patrol and supervise campus activities to assure the well-being and safety of students, staff and visitors in non-classroom activities.
- Assure student compliance with school and organizational policies, rules and regulations.
- Investigate occurrences of property damage and suspicious or criminal activity.
- Learn, interpret, apply and explain rules and regulations.
- Prevent or break up student conflicts and fights.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written instructions.
- Determine appropriate action within clearly defined guidelines.
- Communicate effectively both orally and in writing.
- Observe health and safety regulations.

- Administer first aid and CPR.
- Maintain a variety of records, logs and files.
- Operate standard office equipment including a computer and assigned software.

**EDUCATION/EXPERIENCE:**

Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above.

**LICENSES AND OTHER REQUIREMENTS:**

- Possess a valid California Class C driver's license.
- SB 390 mandated training.
- Valid First Aid and CPR certificate issued by an authorized agency.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Standing and walking for extended periods of time.
- Seeing to monitor student activities.
- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate a vehicle.
- Physical agility and stamina.
- Lifting, carrying, pushing and pulling heavy objects up to 100 pounds with assistance.
- Reaching overhead, above shoulders and horizontally.
- Bending, kneeling or crouching to retrieve equipment and various items.

**WORK ENVIRONMENT:**

Indoor and outdoor environment. Seasonal heat and cold or adverse weather conditions. Driving a vehicle to conduct work. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Hazards include:

- Potential physical hazards involved in intervening in fights and other anti-social, illegal and violent behavior.
- Contact with dissatisfied or abusive individuals.