Irvine Unified School District

CAMPUS CONTROL ASSISTANT IV

DEFINITION

Under general supervision of the administration, to patrol a high school campus and immediately adjacent areas for the purpose of monitoring the following: Student release policy, discouraging inappropriate behavior, plant security, visitors' activities, parking and traffic control, student detention, and perform related work as required.

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

- Patrols high school campus and immediately adjacent facilities during school hours to check students eligibility to leave the campus.
- Maintains records of violations of the student release policy.
- Supervises detention facility for students violating the District's campus release policy.
- Maintains school plant security, monitors and encourages proper behavior and prohibits loitering.
- May detain students pending the arrival of local administrator or law enforcement officer.
- Directs activities of campus control assistants.

QUALIFICATIONS GUIDE

Knowledge of:

- Supervision and monitoring systems for adults and students
- Student behavior and characteristics.
- Methods for controlling and motivating students.
- General purpose and goals of public education.
- Parking lot and traffice control methods.

Ability to:

- Direct activities of adults and students.
- Communicate effectively with students and the public.
- Identify campus violations, improper behavior.
- Act quickly with mature judgment.
- Dispense written and oral instructions in a clear manner.
- Understand and carry out oral and written instructions.

Training and Experience:

- Equivalent to the completion of the twelfth grade, a work history indicating reliability and familiarity with school-age students.
- SB1626 mandated training

License:

- Valid Activity Supervisor Clearance Certificate (ASCC)
- Some positions may require a valid California driver's license.

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.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; talk or hear; and taste or smell. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

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.

While performing the duties of this job, the employee regularly works in outside weather conditions.

The noise level in the work environment is usually moderate.

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