



STOCKTON UNIFIED SCHOOL DISTRICT

CLASS TITLE: CAMPUS SAFETY ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned elementary school administrator, monitors and supervises elementary school activities to assure the well-being and safety of students and staff; assure student compliance with school and District policies and regulations.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Monitors and supervises assigned areas of elementary schools, assuring students are safe, orderly, and within supervised areas; assures non-students on school sites are authorized visitors; monitors lunch areas, walkways, restrooms and parking lots.

Inspects school property for and reports graffiti and vandalism.

Escorts and directs authorized visitors to desired destinations; escorts delinquent students to and from administration offices; retrieve students as requested by administrators.

Communicates with students, parents, administrators and staff concerning student behavior; reports incidents involving students, personnel and the public to school and District administrators and local law enforcement agencies.

Operate and respond to calls on two-way radio; operate office equipment such as a copier, fax machine, computer and assigned software as assigned by the position.

Prepare and maintain various logs, records and reports related to daily activities, events and incidents.

Unlock and lock gates, hallway doors or bathrooms as assigned.

Administer basic first aid to students and staff as necessary.

Maintain regular and prompt attendance in the workplace.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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

ABILITY TO:

- Patrol and supervise campus activities to assure the well-being and safety of students and staff in non-classroom activities.
- Assure student compliance with school and District policies and regulations.
- Learn District organization, operations, policies and objectives.
- Learn to operate a two-way radio and other assigned equipment.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written instructions.
- Maintain routine records and prepare reports as necessary.
- Determine appropriate action within clearly defined guidelines.
- Communicate effectively both orally and in writing.
- Observe health and safety regulations.
- Administer first aid and CPR.
- Develop and maintain cooperative working relationships with those contacted in the course of work.
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described.

EDUCATION AND EXPERIENCE:

Any combination of education, training and/or experience equivalent to graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above.

LICENSES OR CERTIFICATES:

Valid First Aid and CPR certificate issued by an authorized agency.
Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.
Seasonal heat and cold or adverse weather conditions.
Driving a vehicle to conduct work.

PHYSICAL REQUIREMENTS:

Employees in this position must have/be able to:

- Lift and/or carry up to 40 lbs at waist height for short distances.
- Occasionally lift and/or carry up to 150 lbs at waist height for short distances.
- Hear and understand speech at normal levels and on the telephone with or without hearing aids.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally; grasp.
- Push/pull up to 150 lbs for short distances.
- Standing and walking for extended periods of time.
- Seeing to monitor student activities.
- Dexterity of hands and fingers.
- Physical agility and stamina.
- Running

HAZARDS:

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

Board Adopted: CSEA Chapter 821 Salary Range: 25
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