



CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

Job Class Description

<u>CAMPUS AIDE</u>	
DEPARTMENT/SITE: School Site	SALARY SCHEDULE: Classified Bargaining Unit SALARY RANGE: 10 per 2021/2022 Schedule WORK YEAR: 11 Months (129/167/206 Days)
REPORTS TO: Site Administrator	FLSA: Non-Exempt

BASIC FUNCTION:

Under the direction of the site administrator, actively monitor students in designated school areas during student breakfast, lunch, and recess periods and/or at other assigned times; encourage students to observe fundamental courtesies and all school rules; serve as a role model and develop positive relationships with students. The incumbents in this classification assist in providing students with safety and security during breakfast, lunch, recess periods, and crossing streets before and after school which directly supports student learning.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

Monitor students in designated school areas during student breakfast, lunch, and recess periods, and/or at other assigned times; encourage students to observe fundamental courtesies and all school rules; serve as a role model and develop positive relationships with students, treating them with fairness, consistency, and professionalism.

Actively monitor assigned area(s) by moving around and visually surveying the entire duty area; encourage students to follow school nutrition policies, dispose of food and wrappers in designated receptacles, and keep the immediate eating area neat and clean.

Monitor restrooms and hallways; check for permission slips from students and visitor passes for non-students.

Facilitate positive interactions among students and provide positive reinforcement for student compliance with school rules; redirect students to engage in appropriate behaviors and activities, as needed; intervene to assist students in appropriately resolving disputes between themselves; prevent or break up student conflicts and fights.

Set up and prepare for student recess activities and monitor student use of equipment and materials; assist with inclement weather schedules and activities.

Communicate with supervisors and inform staff regarding student behavior and assigned activities; report incidents involving students to appropriate staff or administrator; utilize walkie-talkie device for immediate reporting procedures to Campus Safety Lead or administrator

Perform minor or light cleaning duties, such as wiping off lunch tables, sweeping eating areas, or picking up trash left by students.

Assist in escorting students from classroom to office, as directed.

Assure safety, security, and school rules to prevent students from harm or injury; follow established procedures in the case of accidents or injuries; assist staff during emergency situations, as necessary; administer basic first aid and CPR, as necessary.

May assist with parking lot and crossing duty at the beginning and/or end of the school day, (e.g., prepare gates, signs, and cones), as assigned.

Maintain routine records related to student misconduct, accidents, and assigned activities.

Participate in assigned professional development and training activities (e.g., safety, emergency, and lockdown procedures), and attend meetings as required.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic interests, attitudes, and emotional development of young children and/or adolescents. Basic child guidance principles and practices.

Basic methods of individual and group supervision and behavior management strategies.

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:

Effectively supervise individuals or groups of students during meal periods, on the playground and/or in other assigned areas.

Relate well to students of all backgrounds and ethnic groups and gain their cooperation.

Learn and follow the school discipline plan, policies, and related procedures.

Assure student compliance with school rules and policies in an assertive, equitable, and consistent manner.

Use good judgment and discretion in dealing with interpersonal situations and maintain the confidentiality of information.

Serve as an appropriate adult role model for students, including being generally well-groomed and wearing appropriate clothing for the assignment.

Be flexible and adapt to changes in routine and duties.

Be reliable in attendance and punctuality.

Prevent or break up student conflicts and fights.

Determine appropriate action within clearly defined guidelines.

Establish and maintain cooperative and effective working relationships with others.

Understand and follow oral and written instructions.

Communicate effectively both orally and in writing.

Observe health and safety regulations.

Administer first aid and CPR and maintain current certifications.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school, or equivalent, and paid or volunteer experience working with children in an organized setting.

LICENSES AND OTHER REQUIREMENTS:

Possession of a current certificate in infant, child, and adult cardio-pulmonary resuscitation (CPR) and a certified Multimedia First Aid Card is required. Maintain up-to-date certificates in first aid and CPR. Online certificates are not accepted.

WORKING CONDITIONS:**ENVIRONMENT:**

Indoor, covered and outdoor environment.
Seasonal heat and cold or adverse weather conditions.

PHYSICAL DEMANDS:

Standing and walking for extended periods of time to monitor and assist students in assigned areas.
Vision sufficient to monitor school grounds and student activities.
Hearing and speaking to exchange information.
Sufficient strength to occasionally lift, carry, push or pull various playground supplies and, in an emergency, to move or assist in moving a child.
Bending, kneeling, squatting, or crouching to assist students.
Physical agility and stamina to move rapidly if a situation or emergency requires.
Raise arms above the shoulder to hold a sign upward for several minutes at a time.

CLEARANCES:

Criminal Justice Fingerprint /Background
Tuberculosis
Pre-placement Physical and Drug Screen

JOB CLASS HISTORY

Approved: G.B. 11/13/18; P.C. 11/15/18 (New)
10/21 Revised / Reallocated (EH&A / MGT Consulting) / PC & GB: 09/2022