



For the future of every student

CLASS TITLE: CAMPUS SUPPORT ASSISTANT

BASIC FUNCTION:

Under the general supervision of the Principal, or designee, works within District and school policies to perform a variety of assignments intended to support the educational environment and school safety of elementary students (K-8). These assignments include providing for the safety and welfare of students while on school grounds; monitoring personnel and/or visitors; communicating information in response to inquiries; and providing assistance to support campus activities (i.e. device distribution, basic clerical assistance, assisting staff with ill students, light beautification projects, etc.) Positions within this classification are assigned to work at elementary or K-8 school sites.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Supervises students before/after school, during recess and/or lunchtime, and maintains a safe and harmonious atmosphere on the school grounds.

Supervises students in the hallways, eating areas, rest rooms, parking lots, bus loading zones and playground areas on campus; redirects inappropriate playground behavior; helps students resolve conflicts. Directs movement of individual or groups of students to and from the playground/cafeteria, and other areas on campus.

Assists students throughout assigned cafeteria areas. Circulates throughout the cafeteria and eating areas during mealtime to help children observe and develop proper dining habits, and resolve problems as needed. Assists with proper disposal of trash. Cleans up spills, may wipe table tops between meal periods and provides additional assistance as needed

May organize group games and activities.

Helps to maintain safety of play areas (i.e., report sharp objects, broken glass, pick up trash or debris as needed, report unsafe play equipment); recognizes playground hazards; reports hazards or safety concerns to site administrator.

On rainy days, changes to the cafeteria and playground assignments may change and special instructions will be necessary. On rainy days, may monitor hallways by roving them to insure students are orderly in their classrooms; may conduct noon supervision on rainy day schedule in the classroom; may assume other related rainy day responsibilities as assigned by the school principal.

Alerts administrators and office of any major incidents or problem situations.

Responds to emergency situations (injured students, fights, etc.) for the purpose of resolving immediate safety concerns, determines course of action, performs minor first aid as needed and completes required paperwork in compliance with applicable District policies.

Sends students to the principal or attending teacher in the event of any incident involving physical confrontation.

Directs visitors to the office.

Assists ill students or students experiencing difficulty by escorting them to the health office or appropriate administrative offices. May assist in monitoring ill students in a designated area.

Assists office staff with light clerical duties such as filing, assembling packets, making copies, device distribution and intake, light record keeping, etc.

May assist with campus beautification projects (i.e. light cleaning/wiping down of high touch surface areas, assisting with picking up trash, light gardening, etc.)

Prepares written materials (e.g. injury and incident reports, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

Professionally represents the school and the District in interactions with parents, community, staff and students.

Complies with applicable District, state, local and federal laws, rules and regulations.

Assists as needed or instructed by principal or designee.

Performs other duties as assigned that support the overall objective of the position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic needs and behavior of students.

Basic methods of supervising and overseeing groups of students.

Methods of tactful, patient, and courteous interpersonal interactions.

Basic first aid and safety practices.

Effective communication methods.

ABILITY TO:

Establish and maintain effective cooperative working relationships with a diverse population contacted in the course of work.

Deal tactfully and effectively with students and gain their confidence.

Focus on solving conflict.

Enlist the cooperation of students in the enforcement of rules and regulations.

Listen to others without interrupting; keep emotions under control, remain open to others' ideas and contribute to building a positive team spirit.

Respond appropriately to emergency situations.

Verbally respond to common inquiries from students.

Understand and carry out written and oral instructions; follow directions provided by school site administrator.

Effectively present information and respond to questions one-on-one and, and in small group situations with students and other school staff.

Exercise good judgment and apply common sense understanding to carry out instructions provided in written, oral, schedule or diagram form.

Maintain confidentiality.

Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination of education, training and experience that provides the required knowledge and ability to perform the essential duties of the position. Some experience working with school aged children highly desirable. First aid and CPR certification highly desirable.

WORKING CONDITIONS:**ENVIRONMENT:**

Indoor and outdoor environment.

Seasonal heat and cold or adverse weather conditions.

PHYSICAL DEMANDS:

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 equipment.

Physical agility and stamina.

Running.

*Approved by Personnel Commission:
Revised:*

*11/16/2018
08/18/2021 (former title: Noon Duty/Playground Supervisor)*