

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: CAMPUS SUPERVISION ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned supervisor, monitor student behavior on school campus and grounds, resolve minor problems, enforce the rules and regulations governing student conduct, and provide direction and assistance to visitors and students.

REPRESENTATIVE DUTIES:

Monitor student behavior in halls, physical education areas, bus stops, parking lots and other non-classroom areas.

Resolve minor problems and enforce the established rules and regulations governing student conduct.

Patrol halls and direct the movement of students in a safe and orderly manner; check students' hall passes.

Provide assistance and directions to students and campus visitors; identify unauthorized individuals and take appropriate action.

Patrol restrooms, lunch and nutrition areas and other school facilities; resolve minor problems and enforce the established rules and regulations governing student conduct.

In accordance with appropriate laws and District policy, report any signs of suspected drug use, abuse or possession, or the possession of weapons on campus and refer to proper administrator.

Under the supervision and direction of an assigned administrator, conduct searches of student lockers in accordance with District policy.

In accordance with District policy, work with local police and building administrators in the process of apprehending students engaged in possession of weapons; possible drug possession, abuse, or use or overt acts which disrupt the school.

Observe student activities and maintain order; refer individuals or groups of students to the appropriate administrator; under the direction of an administrator, supervise groups of students as needed; assist with crowd control as assigned.

Participate in parent conferences as required; appear in court as required regarding students.

Encourage and promote acceptable behavior among students; communicate with students and staff and establish rapport.

Perform a variety of clerical duties as assigned; prepare written reports as needed.

Attend training sessions as directed.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District policies and regulations governing student conduct.

Appropriate measures for dealing with student misconduct.

Education Code and District policies regarding possession of illegal drugs on campus, search, restraint and citizen arrest procedures.

Behavior, needs and problems of the adolescent.

Effective interpersonal skills including tact, patience and courtesy.

Health and safety regulations.

District approved procedures and techniques involved in supervision and disciplining students.

ABILITY TO:

Work independently with little direction on the campus and exercise good judgment in carrying out assigned duties.

Communicate effectively and in a positive manner with students, faculty and the general public.

Observe and monitor student activities and behavior.

Learn applicable policies, rules and regulations and apply them within the assigned scope of authority.

Deal with potentially violent situations.

Perform possibly strenuous physical activities in a safe and proper manner.

Understand and follow oral and written directions.

Work cooperatively and effectively with others.

Analyze situations accurately and adopt an effective course of action.

Assist and control behavior and activities of students in a variety of situations.

Perform duties with patience, tact and good judgment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by course work or training sessions in adolescent psychology, security, drug identification, and/or proper restraint methods; minimum one year working with adolescents required.

LICENSES AND OTHER REQUIREMENTS:

Must obtain a valid First Aid and CPR Certificate within first six months of employment.

Certification in NCI training within 6 months of hire shall be provided by the District.

WORKING CONDITIONS:

Secondary school campus environment; subject to noise, walking long distances and climbing stairs; in an emergency, may be subject to physical intervention.