

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: ELEMENTARY SCHOOL AIDE

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, playground areas, bus stops, parking area, cafeteria, restrooms and other non-classroom areas.

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

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

In accordance with appropriate laws and District policy, report any suspected signs of misconduct or suspicious behavior and refer to proper administrator.

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

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

Attend training sessions as directed.

Perform other duties as related to job description.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District policies and regulations governing student conduct.

Appropriate measures for dealing with student misconduct.

Behavior, needs and problems of the adolescent or child.

Effective interpersonal skills including tact, patience and courtesy.

Health and safety regulations as they relate to playground safety.

District-approved procedures and techniques involved in supervision and discipline of students.

ABILITY TO:

Work independently with little direction on the campus and exercise good judgement 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.
Perform possibly strenuous 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 judgement.
Operate two-way communication devices.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school, communication skills and/or training, or minimum of one year working with children.

WORKING CONDITIONS:

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