



Fremont Union High School District

Position: Community School Support Specialist

Department/Site:	Community School/District Office	Range:	109
Reports to/ Evaluated by:	District Office Administrator	Work Year:	183
		Months:	10

Summary of Basic Functions & Responsibilities

Under the supervision of an assigned supervisor, patrol school buildings, grounds and parking areas to maintain order and security and prevent illegal acts; facilitate communications between students, school and District staff and law enforcement personnel to enhance understanding and promote a secure environment. Assist in providing instruction to individual and small groups and tutor students in assigned subject areas. Perform clerical duties in support of classroom activities. Understands and works effectively with people of differing cultures.

Essential Duties & Responsibilities

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

- Provide a preventative presence and supervise student conduct to attempt to prevent vandalism, theft and other illegal activities. Observe and report to law enforcement agencies acts by persons who contribute to delinquency or injury of students according to established guidelines and procedures. Assist law enforcement agencies in apprehending students suspected of crimes according to established guidelines.
- Assist teachers in the presentation of learning materials; tutor individuals or small groups of students, reinforcing instruction as directed by the teacher.
- Patrol school buildings, grounds, parking areas and off-campus areas influenced by the school campus, to maintain order and safety, and provide a preventative presence to attempt to prevent illegal acts.
- Assist with lessons as directed by the teacher; explain words and meanings; rephrase materials and explain instructions to assist students in the educational process.
- Promote a secure environment; attend and participate in meetings related to school safety.
- Direct group activities of students as assigned; monitor tests and study periods; accompany students on field trips as assigned.
- Monitor and oversee behavior of students according to approved procedures; report progress regarding student performance and behavior.
- Respond to teacher's request for assistance in the classroom; assist in incidents involving students.
- Perform routine clerical duties such as preparation of instructional and classroom materials, taking roll, scoring tests, recording and averaging grades and maintaining student records and files.
- Observe students and visitors; recognize potential for physical violence and mediate conflict resolution.
- Observe and report hazards or activities that might endanger students or personnel.
- Assist in providing a support network for students and identifying students at risk.
- In cooperation with and under the direction of the site administration, perform investigations related to attendance, residency concerns, felonies, misdemeanors and infractions, including interviewing suspects, victims and witnesses.
- Prepares records and reports consistent with assigned duties.

- Participate in meetings and in-service training programs as assigned.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills:

- Requires knowledge of sections of the Penal Code related to juveniles.
- Requires knowledge of record-keeping techniques.
- Requires knowledge of interests and attitudes of adolescents.
- Requires knowledge of skills utilized to maintain positive relationships with students and adults.
- Requires knowledge of interpersonal skills using tact, patience and courtesy.
- Requires knowledge of health and safety regulations.
- Requires knowledge of individual and group behavior related to juveniles.
- Requires knowledge of basic subjects taught in the District schools at the high school level.
- Requires knowledge of classroom procedures and appropriate student conduct.
- Requires knowledge of correct English usage, grammar, spelling, punctuation and vocabulary.
- Requires the ability to facilitate communications between students, school and District officials and law enforcement.
- Requires the ability to patrol school buildings, yards and parking areas to maintain order and prevent illegal acts.
- Requires the ability to patrol and monitor campus to maintain order and safety in a high school setting.
- Requires the ability to assure student compliance with school and district policies and regulations.
- Requires the ability to perform duties with patience, tact and good judgment within established guidelines.
- Requires the ability to learn District organization, operations, policies and objective.
- Requires the ability to read and write English at a level required for successful job performance.
- Requires the ability to understand and follow oral and written directions.
- Requires the ability to communicate effectively both orally and in writing.
- Requires the ability to assist with instruction and related activities in a classroom or assigned learning environment.
- Requires the ability to work cooperatively with others.
- Requires the ability to operate instructional and office equipment.

Physical Abilities:

- Must be able to function effectively indoors and outdoors engaged in work of primarily an active nature.
- Requires the ability to use near vision to read printed materials.
- Requires auditory ability to carry on conversations in person and over the phone.
- Requires ambulatory ability to move about office, classroom, and school grounds, to tutor, assist with presentations, and reach work materials.
- Requires sufficient manual and finger dexterity to demonstrate teaching aids, to point out important words/figures to students, and to operate personal computers.
- Requires the ability to lift, carry, push, and move supplies, fixtures, wheelchairs, etc., of light-to-medium weight (under 40 pounds).
- Requires the ability to participate in physical fitness workouts.
- Under some circumstances, further testing may be required to determine if an applicant is able to perform the essential duties with or without reasonable accommodation.

Education:

- The position requires a High School diploma or equivalent supplemented by two years of college level course work and one-year experience working with at risk youth in an organized setting.

Licenses & Certificates

- Requires a valid First Aid and CPR Certificate issued by an authorized agency. Requires fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

Working Conditions

- Work includes indoor and outdoor environment subject to potential physical hazards involved in intervening in anti-social, illegal and violent behaviors; work involves exposure to inclement weather.