



## **SAN DIEGO COUNTY OFFICE OF EDUCATION**

### **Personnel Commission**

**CLASS TITLE:**       **Campus Youth Advocate**

**DEFINITION:**

Under supervision of the site administrator ensures school safety by supporting an effective school climate through positive behavioral support, monitoring the school campus and adjacent property to ensure school security and student safety while classes and activities are being conducted; assists pupils in resolving conflicts in a positive and constructive manner through use of conflict resolution strategies and mediation techniques and restorative justice practices and participates in the training of pupils and staff such practices.

**SUPERVISION RECEIVED/EXERCISED:** This job class receives general supervision from the assigned school administrator and may also receive direction from other assigned site personnel e.g., teacher(s) or counselors within a framework of standard policies and procedures. This job class provides responsible assistance to assigned staff/students in implementing educational and social objectives.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL FUNCTIONS:**

Assists students in resolving conflicts in a positive and constructive manner through the use of conflict resolution strategies and mediation techniques.

Monitors the school campus during school hours and provides general supervision of students outside of class.

Assists in ensuring implementation of school safety policies and procedures.

Monitors school campus for issues or problems likely to disrupt the educational environment or to be injurious to persons or property; corrects or reports conditions hazardous to the safety of students, staff and the public.

Notifies appropriate site personnel of inappropriate activities on or near campus to ensure proper intervention takes place.

Identifies persons committing or attempting to commit crimes against school facilities or offenses to students or school personnel and notifies appropriate school administrators.

Assists teachers in responding to situations involving unruly students and in applying approved disciplinary strategies.

Supports teachers in the implementation of practices in classrooms that create a culture of learning and student support.

Under the direction of the teacher, counselor or other certificated personnel assists in the implementation of students' individual behavior management programs/plans.

Ensures persons entering school grounds are authorized to enter.

## **Campus Youth Advocate (cont.)**

Shares responsibility during the school day for supervision of students in all areas of the school including restrooms, school campus, and bus stops.

Provides support for students exhibiting behavioral challenges.

Utilized appropriate conflict resolution and restorative justice practices to intervene in situations likely to result in disruption or injury.

Prepares and maintains a variety of incident and statistical reports, records, and files.

Assists in orienting students to safety and security measures.

Participates in staff development as directed.

### **NON-ESSENTIAL FUNCTIONS:**

Performs related duties as required.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Safety rules and procedures to be observed by students.

Standards of courtesy and behavior expected of students.

Vocabulary and usage of terms common to youth in the area served by the school.

Community problems affecting assigned school site.

Basic methods of site protection.

Interviewing, investigative and positive discipline procedures and techniques.

Conflict resolution strategies and mediation techniques and restorative justice practices.

#### **ABILITY TO:**

Operate two-way radio equipment.

React quickly and appropriately in emergencies.

Write clear and concise reports.

Understand and carry out oral and written instructions.

Understand and related to the needs of students experiencing difficult circumstances.

Model communication and interaction that respects all individuals, their language, culture abilities.

Effectively supervise students in a variety of situations.

Establish and maintain cooperative and effective working relationships with individuals contacted in the performance of assigned duties.

Establish and maintain rapport with all youth including difficult, troubled, and resistant youth.

Communicate effectively orally and in writing.

Effectively utilize problem-solving and conflict-resolution skills

Work effectively independently and as part of a team with minimum supervision

Organize and prioritize work.

Exercise appropriate judgment in making decisions.

Maintain confidentiality of information.

Demonstrate attendance sufficient to complete the duties of the position as required.

Complete routine tasks thoroughly, accurately and with attention to detail

Ability to speak, read, and write a second language other than English as required for positions designated by the County Office of Education.

**Campus Youth Advocate (cont.)**

**EDUCATION AND EXPERIENCE:**

Possession of a high school diploma or equivalent. Completion of college course work in child development, sociology, psychology, juvenile justice or related discipline is preferred. Must meet the paraprofessional requirements of the NCLB Act, which can be satisfied by one of the following:

- Completion of at least 48 semester units at an institution of higher education;
- Obtained an associate’s (or higher) degree;
- Met a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading (or readiness), writing (or readiness), and mathematics (or readiness).

One year of experience (paid or volunteer) working with youth in an organized setting, ideally with at-risk youth.

**CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:**

A valid California Driver’s License

Basic First Aid and CPR certification within 30 days of employment.

Completion of training designated by the County Office of Education within 30 days of employment or within the time frame determined by the County Office of Education.

**WORKING CONDITIONS & PHYSICAL ABILITIES:**

Duties are typically performed in a school setting, indoors and outdoors in all weather conditions; all areas of school campus including school vehicles, hallways, classrooms and restrooms.; some positions may require travel between school sites; some positions may require be assigned to juvenile detention facilities requiring additional security clearance.

Must be able to hear and speak to exchange information in person and on the telephone or two-way radio; walk, sit, and stand for extended period of time; see to perform assigned duties; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects; physical ability to handle interaction with unruly, possibly combative or aggressive individuals.

<b>Established</b>	<b>Approved by the Personnel Commission</b>	<b>Revised</b>	<b>FLSA Status</b>	<b>Job Code</b>	<b>Salary Grade</b>
06/2015	June 10, 2015		Non-Exempt		36