SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

CAMPUS ADVISOR

QUALIFICATIONS:
  (1)   High School Diploma or equivalent.
  (2)   Two (2) years of college preferred.
  (3)   Awareness of social interaction by students and understanding methods of control techniques.

KNOWLEDGE, SKILLS AND ABILITIES:
  Positive interpersonal skills. Knowledge of state statutes, regulations and policies dealing with student discipline and control. Ability to interact favorably with students and teachers. Knowledgeable of school rules.

REPORTS TO:
  School Principal

JOB GOAL

  To assist the Principal and staff in maintaining a campus environment conducive to learning.

SUPERVISES:
  N/A

PERFORMANCE RESPONSIBILITIES:
  * (1)   Assist in maintaining general student campus control.
    (2)   Maintain positive student human relations.
  * (3)   Monitor all visitors to the campus.
  * (4)   Provide parking lot security and supervision.
  * (5)   Monitor and report all truancy, including on and off campus.
  * (6)   Provide supervision in and around restroom areas.
  * (7)   Assist with locker room security.
  * (8)   Report all infractions of school rules to appropriate Administrative Assistant.
    (9)   Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:
  Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

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CAMPUS ADVISOR (Continued)

TERMS OF EMPLOYMENT:
Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 5

Flagler Schools Strategic Framework – Academic Services

Salary Lane: Support LAZ

Approved 06/19/2018