



BRIDGEWATER-RARITAN REGIONAL SCHOOL DISTRICT  
Job Description Manual

<b>SECTION</b>	<b>CENTRAL ADMINISTRATION</b>
<b>CATEGORY</b>	<b>CLASSIFIED PERSONNEL</b>
<b>TITLE</b>	<b>CAMPUS ATTENDANT</b>

**QUALIFICATIONS**

1. Non-certificated
2. Strong organizational skills, with an ability to:
  - a. Make decisions in accordance with established policies and regulations.
  - b. Understand and follow directions while working independently.
  - c. Assist with a variety of projects, while working independently or in a team environment.
  - d. Communicate effectively with staff, students, and community members

**PREFERRED**

1. Bachelor's Degree
2. Prior related experience

**REPORTING RESPONSIBILITIES**

The Campus Attendant works under the direct supervision of the Principal, District Security Coordinator, and Supervisor of Athletics.

**JOB GOAL**

The Campus Attendant assists in supervising specific campus areas. These areas include but are not limited to parking lots, athletic fields/facilities, and other common areas. The Campus Attendant assists the District Security Coordinator and building administrators in maintaining order and security by supervising specific areas as directed and by communicating directions to others. The employee must be able to communicate well with students, staff, and parents. The Campus Attendant enforces policies and regulations as they relate to the safety and security of people and property.

**TERMS OF EMPLOYMENT**

10 months  
Non-Bargaining Unit  
Benefits as described in Board policy.



## Bridgewater-Raritan Regional School District Job Description

### **PERSONAL EVALUATION**

The performance of this job will be evaluated in accordance with the Board of Education policy and State Administrative Code.

### **PERFORMANCE RESPONSIBILITIES**

1. Provides for safety and security of students, staff, and parents by monitoring assigned areas of the campus grounds.
2. Reports illegal activities, questionable or unsafe conditions, or problems with security to the principal or designee.
3. Recommends improvements in safety of facilities to the principals or District Security Coordinator.
4. Evaluates the seriousness of a given situation and calls for assistance if necessary via radio or other designated channel.
5. Assists with planning and implementing the logistics for non-instructional times including with supervision during lunch.
6. Monitors school parking lots, athletic fields/facilities, and other common areas during times and at locations assigned by District Security Coordinator and/or building administrators.
7. Fulfills performance standards identified in the evaluation process as required by the position.
8. Other duties may be assigned as needed. The Campus Attendant will perform other duties as may be required due to emergency situations or upon the direction of a direct supervisor or the Superintendent of Schools or Assistant Superintendent for Personnel.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Campus Attendants must be able to stand for long periods of time and walk unaided throughout the footprint of the area to which they are assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Adopted: 19 July 2022