

Birmingham Community Charter High School

Campus Aide

Title: Campus Aide
FLSA Status: Non-Exempt
Reports to: Campus Aide Manager or School Administrator
Supervises: N/A

DEFINITION:

Under the supervision of the Campus Safety Manager, maintains and promotes a safe and secure environment for staff and students while performing a wide variety of entry-level security services on BCCHS property and on occasion other sites to ensure the safety of persons, protect property of various kinds, maintain order, and enforce rules and regulations governing student and guest conduct.

ESSENTIAL FUNCTIONS:

- Performs patrol of school buildings, grounds, and parking areas to maintain order and safety, and provide a preventative presence to attempt to prevent illegal acts
- Observes and reports hazards or activities which might endanger students or personnel
- Monitors student conduct to attempt to prevent vandalism, theft and other illegal activities, and promote a safe and secure environment
- Observes and checks students or visitors who appear to be loitering and are out of class and determines appropriate action. Identifies students in violation of school rules and regulations including attendance issues, possession of controlled substances, and weapons
- Assists in providing a support network for students
- Responds to teacher requests for assistance in the classroom
- Responds to emergencies or contacts emergency agencies according to established guidelines.
- Observes students in public gatherings, recognizing potential for physical confrontations or violence. Mediates to resolve conflict
- Maintains up-to-date knowledge of crime trends from word-of-mouth, local law enforcement, and other sources
- May assist staff and/or students with physical limitations to move about campus locales. Unlocks and opens doors and lockers
- May direct students and others and take action, as necessary, to prevent injury to persons or damage to property
- May assist a certificated employee in supervising students during field trips and special events
- May deliver, set up, lay out, or collect equipment and other materials
- Performs related duties as assigned
- Interpersonal skills using tact, patience and courtesy, including human relations skills, conflict resolution strategies and procedures, and team building methods and techniques

KNOWLEDGE OF:

- Safety rules and procedures to be observed by students
- Standards of courtesy and behavior expected of students
- Adolescent development and problems
- Vocabulary and usage of terms common to youth in the area served by the school

ABILITY TO:

- Establish and maintain effective working relationships with students, staff, parents, law enforcement agencies and the community
- Maintain confidentiality, remember facts, information and people
- Communicate with students, staff and parents orally and in writing in English.
- Perform duties involving prolonged exposure to weather conditions

Campus Aide

- React quickly and appropriately in emergencies
- Oversee the activities of students on and adjacent to campus property
- Operate two-way radio equipment
- Work effectively with BCCHS staff, students, parents, the public, and others

EDUCATION:

Graduation from high school or evidence of equivalent educational proficiency. Completion of a State approved campus safety training program required.

EXPERIENCE:

One (1) year of full time paid or volunteer security experience preferred. Demonstrated experience working with youth in an organized setting preferred.

SPECIAL:

A valid California Driver License and use of an automobile may be required for this position.

PHYSICAL DEMANDS:

- Lift and carry 50 pounds or more
- Lift, carry, push, pull, bend, twist, stoop, kneel, walk, run, and crawl
- Outdoor and indoor environment
- Reach in all directions
- Stand, sit and walk for extended periods of time
- Running or walking quickly to respond to emergency situations
- Read, interpret, and apply rules, regulations, policies and procedures
- Contact with dissatisfied or abusive individuals
- Subdue or use of physical restraint
- Verbal and/or physical confrontations
- Hearing and speaking to exchange information
- Work at a desk, conference table, cafeteria, or in meetings of various configurations

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

WORKING CONDITIONS:

Campus Aides work mostly outdoors at times during seasonal heat and cold or adverse weather conditions. This position will have contact with students/visitors who are dissatisfied, verbally abusive and confrontational

Right to Revise:

This job description is not meant to be all-inclusive and the Charter School reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed, as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

Employee: I have received a copy of the above Job Description and agree to direct any questions to my supervisor.

Employee Signature

Date