



Fremont Union High School District

Position: Student Conduct Specialist – Bilingual

| | | | |
|----------------------------------|--|-------------------|-----|
| Department/Site: | School Site | Range: | 112 |
| Reports to/ Evaluated by: | Site Administrator (Assistant Principal or Dean) | Work Year: | 183 |
| | | Months: | 10 |

Summary of Basic Functions & Responsibilities

Under the supervision of a Site Administrator (Assistant Principal or Dean), provides a preventative presence and facilitates communications between students, school and District staff, and law enforcement personnel that enhances understanding and promotes a safe and secure environment. 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.

- Provides oral and written translation services as needed while fulfilling the duties of the Student Conduct Specialist – Bilingual.
- Works with individual students to enhance positive behavior. With guidance from Assistant Principals, may monitor behavior goals for students by periodically checking progress, receiving and providing feedback. Assists in providing a support network for students and identifies students at risk.
- Supervises student conduct to attempt to prevent vandalism, theft and other illegal activities. Informs site administration of acts by person(s) contributing to delinquency or injury of students.
- Performs supervision of school buildings, grounds, parking areas and, when directed by site administration, off-campus areas influenced by the school campus, to maintain order and safety, and provide a preventative presence to attempt to prevent illegal acts.
- Facilitates communication between and among students, school and District officials and staff, parents, and law enforcement personnel to enhance understanding and promote a safe and secure environment.
- Confers with a wide variety of individuals concerning student conduct, assisting students in need, and handling conflicting resolutions and other matters.
- Responds to teacher requests for assistance in the classroom. Assists in incidents involving students with weapons and/or under the influence of drugs or alcohol.
- Employs conflict resolution skills and techniques learned in District-approved crisis intervention prevention training (for example, Safety Care) to de-escalate and resolve potentially violent student conflicts.
- Responds to medical emergencies, performs first aid, CPR or contacts emergency agencies according to established guidelines.
- 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 and take appropriate action.
- Collaborate and maintain relationships to promote a positive, respectful culture.
- Observe students in public gatherings, recognizing potential for physical confrontations or violence. Mediates to resolve conflict.
- Assists in the prevention of unauthorized visitors and activities on campus.

- Observes and reports hazards or activities, which might endanger students or personnel.
- Provides information to students concerning the law as it applies to juveniles and community resources.
- In coordination with site administration, performs investigations-including interviewing suspects, victims and witnesses.
- Prepares records and reports consistent with position.
- Promote an environment that supports a sense of safety for individuals who have experienced trauma by helping to ensure the implementation of trauma-informed practices and maintaining knowledge of advances in student behavior and discipline.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills:

- Requires knowledge of targeted language both oral and written.
- Requires knowledge of District and site policies, procedures and regulations regarding appropriate student behavior on grounds or in facilities.
- Requires knowledge of basic security and safety procedures.
- Requires knowledge of individual and group student behavior and the techniques for overseeing students in unstructured settings.
- Requires knowledge of the pertinent federal, state, local and district laws and ordinances including applicable sections of the California Penal Code related to juveniles and applicable State Education Code provisions.
- Requires sufficient math skills to record distances, numbers, and times.
- Requires sufficient writing skill to prepare incident reports.
- Must have well-developed interpersonal skills sufficient to deal with normal and possibly confrontational situations, influence student behavior, to facilitate group discussions among students, to work with students from diverse cultures and backgrounds, and to assist with counseling.
- Requires the ability to perform the essential duties of the position effectively and efficiently with minimal supervision.
- Requires the ability to assess situations, interpret student behavior and apply appropriate measures to enforce school regulations.
- Requires the ability to diffuse situations calmly and with authority.
- Requires the ability to learn, interpret, explain, and apply District regulations, policies, and procedures governing student behavior on school properties.
- Must be able to prepare descriptive reports and maintain records of problems or situations requiring intervention.
- Must be able to analyze situations quickly and objectively and determine and take effective action.
- Must be able to use appropriate defense measures to protect self or others in adverse situations.
- Must be able to maintain two-way radio communication with site administrators and school office staff.
- Must be able to administer first aid in urgent situations.
- Requires the ability to complete supplemental training to help maintain knowledge of advances in student behavior and discipline.
- Requires the ability to maintain confidentiality of private and sensitive information.

Abilities:

- Build and maintain positive, collaborative relationships with those at the site and within the community.
- Must be able to work inside and outdoors engaged in work primarily of an active nature.

- Requires the ability to maintain cardiovascular fitness in order to run, for the purpose of reaching incidents on a timely basis.
- Requires ambulatory ability to stand and walk for extended periods of time, and agility to respond to emergency situations.
- Requires near and far visual acuity to observe campus activity and read reports and written instructions.
- Requires hearing for ordinary conversation and to hear other sounds in order to respond to normal and emergency situations.
- 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:

- This position requires a high school Diploma or its equivalent, supplemented by two years of college level course work and one-year experience working with at risk youth in an organized setting.
- Pass an oral and written examination in the targeted language.

Licenses & Certificates:

- Requires a valid California Driver's License.
- Valid First Aid and CPR Certificate.
- District-approved crisis intervention prevention training certification
- Fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

Working Conditions:

- Work is performed indoors and outdoors where safety and health considerations exist from temperature extremes, physical effort, and potentially dangerous incidents.