



## Job Description

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**POSITION TITLE:** Campus Connection Technician #2465

**SALARY PLACEMENT:** Classified Hourly Salary Schedule  
Range 28

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### **SUMMARY OF POSITION:**

Under limited supervision of the school site administration, work closely with at-promise youth and collaborate with credentialed staff, participate in a variety of student-centered activities, provide transportation to students as needed, patrol and supervise campus activities to assure the well-being and safety of students, staff, and visitors. Perform a variety of technical, instructional, and clerical tasks at the school site. Contribute to the positive culture that has been established as part of the mission, vision, and beliefs of the school.

### **MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND EXPERIENCE:**

Possess a High School diploma or equivalent. Three years of previous experience working with youth and adults in a variety of settings.

### **DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND EXPERIENCE:**

Pursuing an advanced degree in the educational, social services or similar field. Experience working with students, teachers, and parents in an educational setting. Ability to read, write and speak Spanish, Cambodian or Vietnamese.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### *Knowledge of:*

- health and safety regulations, basic First Aid and CPR procedures, and Managing Assaultive Behavior (MAB) techniques
- assigned software

#### *Ability to:*

- monitor the campus to assure compliance with school policies and regulations
- operate a computer
- work closely with students, teachers, and parents in a variety of situations
- intervene in situations likely to result in disruption or injury
- demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students

#### *Possess:*

- a California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties

**ESSENTIAL FUNCTIONS:**

Essential functions may include but are not limited to:

1. Participate in school-site orientation sessions for each newly enrolled student and their parent/guardian to communicate expectations, provide information on the school schedule and site culture.
2. Support teachers in developing a nurturing and therapeutic learning environment and actively participate in PBIS and Restorative Practices, attend all trainings and demonstrate sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students.
3. Provide and/or coordinate transportation for students as a truancy intervention measure and transport students to various locations within San Joaquin County as needed.
4. Actively participate in staff meetings, in-service meetings, workshops, hearings, various teacher/student and parent/teacher meetings and assist with learning in the classroom as needed, etc. for the purpose of conveying and/or gathering information required to perform job functions.
5. Participate in truancy sweeps with San Joaquin County Probation to conduct home visits, and work with parents on ways to support their students' unique circumstances and obstacles that prevent students from attending school.
6. Provide instructional support and tutoring to students both inside and outside of the classroom.
7. Maintain and support school rules, regulations, and policies for the safety, health and security of students, staff, and property.
8. Contact students, parents and families via telephone calls, home visits and social media, serving as a liaison between the school and parents to facilitate effective communication.
9. Assist visitors with campus orientation and directions.
10. Respond to immediate site safety and security concerns in support of the Site Safety Plan.
11. Collaborate with community agencies including law enforcement, juvenile courts, San Joaquin Human Services Agency, and mental health for the purpose of addressing individual cases and/or take action regarding criminal activities, vandalism, etc. to ensure the safety and security of the school site.
12. Strategize student placement in collaboration with teachers and counselors to ensure correct placement to maintain positive site culture, special needs, and accommodations.
13. Provide guidance to students, along with information on community resources for referrals such as food pantries, housing, mental health, and rehabilitation services.
14. Develop and maintain positive, cooperative relationships with students, parents, staff, and the community.
15. Support site with daily attendance and truancy intervention process.
16. Assist teachers, counselors, and administration in identifying students with poor academic, attendance and behavior problems and develop appropriate intervention plans.
17. Support discipline intervention process as determined by site staff and document as necessary.
18. Maintain confidentiality in job related matters.
19. Communicate effectively both orally and in writing.
20. Perform other related duties as required.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit and walk for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors and outdoors in a school setting, and come in direct contact with SJCOE staff, parents, students and the public-at-large.