

CLASSIFIED JOB DESCRIPTION

CLASSIFIED CAMPUS SUPPORT ASSISTANT (ELOP)

JOB SUMMARY:

Under the supervision of the Coordinator of Expanded Learning Opportunities Program (ELOP), the classified campus assistant manages and performs activities to maintain safety and climate for the ELO-Program.

ESSENTIAL JOB FUNCTIONS:

- Security: providing for the safety and welfare of students while on school grounds and monitoring personnel and/or visitors. Reports accidents, school crimes, workers' compensation forms, vandalism, suspensions, and bus reports.
- Communication: Communicating information to visitors, parents, and students in response to inquiries. Maintain clear and open communication with parents, guardians, school staff, and colleagues to ensure a collaborative and cohesive approach to student development.
- Support: providing assistance to support campus activities (i.e. device distribution, basic clerical assistance, assisting staff with ill students, light beautification projects, etc.) Positions within this classification are assigned to work at elementary or K-8 school sites.
- Health and Nutrition: Oversee snack and mealtimes, ensuring students receive nourishing options and promoting healthy eating habits.
- Emergency Procedures: Be knowledgeable about and capable of executing emergency procedures, including first aid and evacuation protocols.
- School Climate Control: Monitors student discipline, childcare and parent volunteers.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

Minimum Qualifications:

- Evidence of successful security experience and/or equivalent training or education.
- Ability to communicate with all educational stakeholders including parents, students, staff and educational partners/visitors.
- High school diploma or GED required. Preferably including or supplemented by courses in typing, office practices and dictation. Evidence of instruction in First Aid and CPR. Current CPR and First Aid card(s) required.
- Security Guard Registration Card

Knowledge, Skills, and Abilities:

- Strong communication skills and the ability to connect with children, parents, and colleagues effectively.
- Patience, empathy, and a genuine passion for working with and nurturing children's growth.
- Basic understanding of behavior management techniques and conflict resolution strategies.
- CPR and First Aid certification (or willingness to obtain upon hire).
- Strong organizational skills and the ability to manage time and resources effectively.
- Flexibility to adapt to changing circumstances and needs within the program.
- A positive attitude, teamwork mindset, and a commitment to providing a safe and enriching environment for children.
- Successful completion of a background check and fingerprinting process in compliance with local regulations and program policies.

Feaster ELOP Salary Schedule: Classified Campus Assistant