

Sunnyvale School District
Position Title: Campus Assistant

Work days/month: 210 days/10 months

Salary: Range 20 (<https://www.sesd.org/Page/719>)

Basic Functions:

- Under the direction of an assigned supervisor; promotes a safe and secure environment by providing campus supervision using a preventative and culturally responsive approach. Supports student compliance with school/District policies by facilitating communication, between and among students, staff, and community. Performs a variety of clerical duties in support of an assigned middle school office; assists certificated teachers in reinforcing instruction to individual or small groups of students in a classroom or other learning environment.

Essential Duties & Responsibilities:

- Promote student safety according to established guidelines and intervene as necessary; advise students of consequences of violation of rules; document/report in accordance with School/District policy.
- Supervise student conduct during passing periods, lunch and break periods, and before/after school; assure timely return of students to class.
- Supervise 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 prevent vandalism, theft, or other unsanctioned activity.
- Employ conflict resolution skills and techniques learned in District-approved training (for example, Safety Care, Restorative Practices, PBIS) to de-escalate and resolve potentially violent student conflicts.
- Respond to medical emergencies, perform first aid, CPR, or contact emergency agencies according to established guidelines.
- Communicate effectively in a multi-ethnic setting and collaborate with students, staff, outside agency personnel, and the general public.
- Informs site administration of acts by person(s) violating school policy.
- Monitor and report unusual and/or hazardous activities or unauthorized persons on campus to appropriate personnel.
- Support classroom instruction, including working with individuals or small groups of students, reinforcing instruction as directed by the teacher; monitor and oversee student work in various subjects.
- Assist with a variety of routine clerical duties as needed in support of an assigned middle school office; duplicate and distribute various materials; initiate and receive telephone calls; greet and assist visitors.
- Attend and participate in parent conferences and a variety of meetings as assigned.
- Maintain confidentiality and comply with governmental laws and regulations, as well as District and SELPA policies and procedures.
- Perform other duties as requested by the supervisor.

Knowledge:

- District and site policies, procedures, and regulations regarding appropriate student behavior on grounds or in facilities.
- Basic security and safety procedures.
- Techniques for overseeing students in unstructured settings.
- Interpersonal skills sufficient to deal with potentially confrontational situations, influence student behavior, facilitate group discussions among students, and work with students from diverse cultures and backgrounds.
- CPR/first aid in urgent situations.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.

Abilities:

- Perform the essential duties of the position effectively and efficiently with minimal supervision.
- Assess situations, interpret student behavior, and apply appropriate measures to enforce school regulations.
- Diffuse situations calmly and with authority.
- Learn, interpret, explain, and apply District regulations, policies, and procedures governing student behavior on school properties.
- Maintain two-way radio communication with site administrators and school office staff.

- Maintain confidentiality of private and sensitive information.
- Support student compliance with school and District policies and regulations.
- Assist with instruction and related activities in a classroom or assigned learning environment.
- Perform a variety of routine clerical duties in support of an assigned middle school office.
- Understand and follow verbal and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both verbally and in writing.
- Observe health and safety regulations.
- Maintain routine records.
- Operate a variety of office equipment, such as a computer, copier, two-way radio, or other equipment unique to office activities.
- Observe health and safety regulations.

Education and Experience:

- Possess a high school diploma.
- An AA degree from an accredited college or university, or 48-semester units from an institute of higher education, or have equivalent experience in the related field.

Required Licenses & Certificates:

- A valid driver’s license.
- Fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.
- Valid First Aid and CPR Certification issued by an authorized agency.

Working Conditions:

1. Environment:

- Indoor and outdoor environment.
- Seasonal heat and cold or adverse weather conditions.
- Constant interruptions.

2. Physical Requirements:

- Visual acuity to read a variety of materials in both print and digital formats.
- Auditory ability to exchange information.
- Sitting/standing for extended periods. Walking over rough or uneven surfaces.
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- Kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally, to retrieve and store files and supplies.
- Ability to lift up to 25 pounds.

3. Hazards:

- Possible fights and confrontations.
- Abusive and potentially harmful outbursts from students.
- Potential for contact with blood and other body fluids.

Terms of Employment:

- Salary and terms of employment are described in the Agreement between the Sunnyvale School District and the California School Employees Association (CSEA).

Evaluation:

- The performance of this job will be evaluated in accordance with the Agreement between the Sunnyvale School District and the California School Employees Association (CSEA).