

## CENTRAL UNIFIED SCHOOL DISTRICT

## POSITION DESCRIPTION

**Position:** Student Liaison

**Classification:** Classified

**Reports to:** Site Administrator

**FLSA:** Non-Exempt

**Range:** Classified Salary Schedule

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### EDUCATION AND EXPERIENCE

Any combination equivalent to:

Graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed in job description. Completed college level coursework or equivalent required.

Licenses Required:

Valid California driver's license

### SUMMARY

Under the direction of the Vice Principal or Principal, patrol and supervise campus activities to assure the well being and safety of students and staff in non-classroom activities; assure student compliance with school and District rules and procedures; assist in all phases of student/staff/school relationships.

### SPECIFIC RESPONSIBILITIES

1. Patrol and supervise assigned areas of campus, assuring students are safe, orderly, and within supervised areas; assure non-students on campus are authorized visitors.
2. Enforce school and District rules, regulations and procedures; prevent or break up student conflicts; check restrooms and monitor campus for graffiti; investigate, report, take pictures write incident reports as necessary.
3. Support the operations of the (RC) Responsibility Center in coordination with site administration.
4. Monitor student behavior and activity during passing periods and lunchtime; assure students arrive to class in a timely manner.
5. Escort and direct authorized visitors to desired destinations; escort delinquent students to and from administration offices; retrieve students as requested by administrators; escort injured students to office as necessary.
6. Monitor campus for illegal activity; provide information to and assist police in matters of illegal student activity and behavior as directed.
7. Assure students have proper permission slips outside of classrooms during instruction periods; monitor student behavior in classroom in absence of teacher.
8. Assist with organization, safety and security of assemblies, evacuations, emergency drills, dances, field trips and athletic events as assigned.
9. Assist with peer mediation, and appropriate counseling to each identified student in cooperation with site administration.
10. Unlock and lock gates, hallway doors, bathrooms, or lockers as assigned.
11. Participate in other assigned activities such as monitoring off-campus activity before and after school, assisting with school suspension programs and bus duty, investigating issues of theft, and interviewing students with supervisor or police as directed.
12. Prepare and maintain records and reports related to confiscated possessions, illegal activity, school and District rule infractions, parking lot activity and others as directed.

13. Communicate with other campus security and school staff, administrators, teachers, visitors, police departments and other outside agencies to exchange information and resolve issues and concerns as assigned.
14. Operate and respond to calls on two-way radio.
15. Supervise extended day detention on minimum days for missed Saturday Schools.
16. Monitor lunch detention for students.
17. When requested and when there is ability to do so in a confidential environment, assist with initial step (parent contact, RC/Saturday School assignment) on the Tardy and Single Period Cut contracts.
18. When requested and when there is ability to do so in a confidential environment, assist with initial step (parent contact, Saturday School assignment) on the All Day Unexcused Absence contract.
19. Assist parent, administration, and police officer in getting truant students to school by riding along with administration or police officer to make home visits on occasion.
20. Assists in the identification of students with social, emotional and academic needs which may affect school attendance.
21. Assist site and district administration in investigating complaints of student absence, neglect or abuse from public agencies and others.
22. Assist in developing and implementing student attendance incentive programs. Provide information and assistance to school sites about district student attendance incentive program.
23. Perform related duties as assigned.

### **SPECIFIC QUALIFICATIONS**

Should possess personal characteristics generally recognized as essential for good public employees, including integrity, initiative, dependability, flexibility, courtesy, good judgment and ability to work cooperatively with others.

Knowledge of:

- Oral and written communication skills.
- Health and safety regulations.
- Basic methods of individual and group supervision.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping techniques.

Ability to:

- Patrol and supervise campus to maintain order, safety, and security of assigned campus.
  - Assure student compliance with school and District policies and regulations.
  - Learn, interpret, apply and explain rules, regulations, policies, and procedures.
  - Learn children behavior and conflict resolution techniques.
- Learn to operate a two-way radio.
- Establish and maintain cooperative and effective working relationships with others.
  - Understand and follow oral and written instructions.
  - Maintain routine records.
  - Determine appropriate action within clearly defined guidelines.
  - Communicate effectively both orally and in writing.

### **PHYSICAL ABILITIES**

Indoor and outdoor environment.

Seasonal heat and cold or adverse weather conditions.

Standing and walking for extended periods of time.

Seeing to monitor student activities.

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate assigned equipment.

Physical agility and stamina.

Potential physical hazards involved in intervening in fights and other anti-social, illegal and violent behavior.

Contact with dissatisfied or abusive individuals.