

Ontario-Montclair School District

CLASS SPECIFICATION STUDENT MENTOR AND CAMPUS ASSISTANT Range 34

GENERAL PURPOSE

Under supervision of the site administrator, to promote positive student achievement in academics and behavior, and to ensure school and District rules, regulations, and policies for the safety and order of students, staff and property are observed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Monitor school campus to maintain order and safety; observe students during passing periods, brunch, lunch, before and after school and during special events.
2. Assist in implementing the philosophy, goals, and policies of the district as adopted by the Board of Trustees.
3. Ensure that students have access to a safe school climate necessary for academic and social/emotional growth.
4. Assist in enforcing the student discipline program.
5. Assist in campus supervision to ensure a safe and orderly environment.
6. Assist students, staff, and parents regarding student's academic achievement, attendance and behavior.
7. Assist in the investigation of incidents involving district or school violations.
8. Serve as liaison to academically at-risk students and families.
9. Support and mentor in academic and behavioral prevention/intervention programs and extra curriculum activities.
10. Provide school-based Social Emotional Learning (SEL) or behavior support focused on social-emotional development, behavior expectations, and positive peer interactions, in collaboration with site staff.
11. Engage in regular informal check-ins with students and/or their caregivers and other school staff, to assess current emotional states and provide immediate support or interventions as needed.
12. Participate in school meetings to address whole child needs. Collaborate with families and multidisciplinary teams during meetings such as Student Success Team (SST), School Attendance Review Team (SART), School Attendance Review Board (SARB), 504 Plan meetings, and Tier III Action Team meetings to discuss and develop support plans for student success.
13. Provide and offer direct coaching, resources, and strategies to families and colleagues to better support the social, emotional, and behavioral development of their children at home, in school, and in the community.
14. Partner with school staff who conduct assessments of student needs and facilitate appropriate referrals to mental health services when indicated.

QUALIFICATIONS

Knowledge of:

1. Safe campus supervision methods and procedures.
2. Basic methods and procedures of monitoring school campus.

Ability to:

1. Work under the direction of site administration team.
2. Communicate effectively both orally and in writing.
3. Analyze situations accurately and adopt an effective course of action.
4. Effectively monitor campus to maintain order and security.
5. Enforce District and school rules, regulations and policies.
6. Perform duties with patience, tact, and good judgment within established guidelines.
7. Understand and follow oral and written directions.
8. Utilize appropriate technology effectively.
9. Establish and maintain cooperative and effective working relationships with others.
10. Interpret, apply and explain rules, regulations, policies and procedures.
11. Prepare and maintain records and reports.

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of Board's policy and the Agreement for Evaluation of Classified Personnel.

EDUCATION, TRAINING AND EXPERIENCE

AA degree preferred, First Aid Certificate and CPR Certificate

LICENSE REQUIREMENT

Possession of a valid and appropriate California Driver's License and maintain insurability by District's insurance carrier. These certificates are to be maintain throughout employment with the District.

Upon acceptance of the District's offer of employment, new hires may be required to complete a baseline physical examination prior to the first day of employment.

PHYSICAL AND MENTAL DEMANDS

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essentials functions.

Mental Demands

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to sit and reach with hands and arms. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 10 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristic described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in outside weather conditions.

The noise level in the work environment is usually moderate.

ONTARIO-MONTCLAIR SCHOOL DISTRICT

BOARD APPROVED: June 5, 2025