

SAN YSIDRO SCHOOL DISTRICT

TITLE: Special Program Campus Aide
DEPARTMENT: As Assigned
FLSA: Non-Exempt
Revised:

REPORTS TO: Site Administrator
CLASSIFICATION: Classified (10 month)
SALARY: Classified Schedule (Steps 5-9)
Board Approved: May 14, 2026

BASIC FUNCTION: Under the direction of the site Principal, the Special Program Campus Aide is assigned to supervise, and support students during designated periods at designated areas of the school site.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)

- Monitors students before, during and after ELOP program, on school grounds as designated by the principal for the purpose of ensuring student compliance with established policies and regulations.
- Assist with check-in/out procedures and monitor student transitions into and out of the program
- Keeps students in range of vision; circulate around the area assigned as needed.
- Encourages and promotes courtesy among children while observing that safety rules are obeyed by all students.
- Reports incidents including student altercations, behavior problems, accidents/injuries and rule violations to appropriate site personnel.
- Organizes students into orderly lines to receive breakfast and/or snack and see that they go to assigned tables.
- Support during snack time
- Circulates among the tables during the breakfast and/or snack period so as to be available to help children who and resolve minor problems that arise.
- Assists in the basic first aid of students injured on playground or in cafeteria.
- Maintains two-way radio contact with other campus aides and the school office to properly communicate student needs.
- Support with supervision as needed during activities.
- Performs other related duties as assigned.

KNOWLEDGE

- Knowledge of school site safety rules and regulations
- Understand principles of basic first aid
- Possess a working knowledge of the English language

ABILITIES

- Ability to learn and implement applicable school rules, regulations, policies and procedures.
- Ability to deal tactfully and effectively with students and staff; in English and Spanish.
- Ability to analyze situations likely to be encountered while on supervision duty.
- Ability to follow written and oral instructions.

MINIMUM QUALIFICATIONS:
EDUCATION AND EXPERIENCE

- Experience in working with groups of children.
- Two years of higher education study (48 semester units)
Or
- A.A. Degree
Or
- Met rigorous standards of quality as demonstrated through formal assessment

DESIRED QUALIFICATIONS:

- High School Diploma or equivalent
- Bilingual (English/Spanish)

WORKING CONDITIONS

Indoor and outdoor school setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information and read student body language and expressions; sitting, standing and/or walking for extended periods of time; potential running; kneeling, lifting, pushing and carrying to perform assigned duties; reach with hands and arms; dexterity to handle objects and operate tools, computers, and/or controls; strength to lift items needed to perform the function of the job.