PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6224
Pay Grade: D09

FLSA: Non - Exempt

CAMPUS SUPPORT ASSISTANT

REPORTS TO:
Administrator

SUPERVISES:
N/A

QUALIFICATIONS:
Graduation from a standard high school or possession of a GED.

MAJOR FUNCTION

The Campus Support Assistant is responsible for the supervision and direction of students on the campus. Under general direction of a supervisor, work is performed with considerable independence. Work requires the exercise of considerable judgment and the application of policy and procedures. Work is reviewed through observation, conferences, written reports, inspections, and evaluation of results achieved.

ESSENTIAL RESPONSIBILITIES

- Responsible for maintaining a school environment conducive to learning.
- Remains alert and sensitive to potential disturbances through preventative measures.
- Remains visibly present in student gathering areas before school, during school hours and after school.
- Maintains constant mental alertness, displays excellent communication skills, and quickly evaluates situations as required.
- Supports school-based teams with documentation relative to the problem-solving process.
- Uses computers to access information and generate clear and comprehensive reports.
- May assist in parent/student conferences, as directed.
- Encourages and models positive expected social skills across settings and individuals.
- Assists staff and parents in developing student behavior.
- Ability to relate to scholars.
- Reports to supervisor accordingly.
- Applies basic knowledge of School Board policy and procedures, and applicable local law and ordinances.
- Cooperates with representatives of local law enforcement agencies, contracted security agencies, and judicial system representatives.
- Performs other related duties as assigned.

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the district.

Performance of the job will be evaluated in accordance with provisions of the school board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 4/16/24 PT; BOARD APPROVED: 04/23/24

CAMPUS SUPPORT ASSISTANT

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds		X			
3. Lift objects weighing 51 to 100 pounds		X			
4. Lift objects weighing more than 100 pounds		X			
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds		X			
7. Carry objects weighing 51 to 100 pounds		X			
8. Carry objects weighing 100 pounds or more		X			
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time			X		
12. Stooping and bending					X
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy				X	
20. Using a computer to enter and transform words or data				X	
21. Using various technology tools				X	
22. Working in a normal office environment with few physical discomforts				X	
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions			X		
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions			X		
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job		X			