

CAMPUS ASSISTANT I -HIGH SCHOOL

Definition

The Campus Assistant will work closely with the Learning Directors and attendance personnel in handling problems concerning students within the framework of school and District policy, procedures, and practices.

Responsibilities

1. Participate in development of rules and regulations for the high school;
2. Participate in student-parent conferences as directed by the Learning Directors;
3. Make necessary notifications to parents and other concerned parties regarding student violations as directed by the Learning Directors -
 - a. Make home visits regarding investigations, attendance problems, truancy, and other matters of concern.
 - b. Transport students home as necessary.
4. Perform steps of due process as designated by the Learning Directors;
5. Assist Learning Directors and assume duties of campus supervision as assigned -
 - a. Monitor gang activity and graffiti.
 - b. Detain students under the influence and/or in possession of illegal substances and paraphernalia.
 - c. Administer sobriety tests and conduct searches.
 - d. Assists students with problems and concerns, making referrals where necessary.
 - e. Assist ill or injured students when no nursing staff is available.
 - f. Monitor parking lots and issue citations to violators.
 - g. Advise and escort intruders from the campus.
6. Respond to calls off campus and retrieve students from nearby areas and businesses as needed. Respond to and investigate "party" calls at local residences.
7. Deal directly with students who are referred by staff members for disciplinary reasons as directed by the Learning Directors -
 - a. Respond to requests for assistance in the classrooms and other staffed areas; remove problem students and/or restore order.
 - b. Conduct preliminary investigations involving fights, disputes or matters of potential trouble; also thefts, vandalism, and other violations of the discipline policy.
8. Make decisions necessary to execute those functions delegated by the Learning Directors.
9. Monitor loading and unloading of school busses and respond to assistance calls by drivers; restore order, gather information, remove problem students, etc.
10. Operate still and video cameras to record evidence.
11. Act as liaison for law enforcement and security personnel concerning RHS students and assist as needed.
12. Record matters of attendance and discipline policy in student files.
13. Supervise students in the Responsibility Center -
 - a. Provide tutoring and supply classroom and other work assignments as necessary.
 - b. Keep accurate attendance logs.
14. Supervise and/or transport students on school activities, such as conferences and workshops.
15. Supervise lunch detention. Keep accurate attendance records. Complete and distribute tardy contracts and reports students requiring suspensions to Learning Directors. Input data into computer.
16. Perform a variety of secretarial and clerical duties as needed -
 - a. Attend to office visitors and telephone callers and either
 1. Answer questions regarding school activities, programs, procedures, etc.
 2. Refer persons to another source of information
 3. Schedule appointments with Learning Directors
 - b. Operate office equipment, including typewriters, copy machines, computers, scanners, shredders, laminating machines, I.D. photo machines, etc.
 - c. Input into and retrieve data from SASI system.
17. Assist in enrolling new students by explaining school rules and policies.
18. Complete miscellaneous tasks as required by the counseling, assistant principal, and principal's offices.

Qualifications

1. Fluency in the Spanish language desirable;
2. Ability to relate well with staff, students and parents;
3. Ability to handle privileged information in a professional manner; and
4. Ability to use office equipment and computers.

Education

High school diploma or equivalent.

Experience

CPR and First Aide Certificates

License

California Driver's License

CAMPUS ASSISTANT II - HIGH SCHOOL

Must have earned 60 college units and have two years of increasingly more responsible experience as a Campus Assistant I in addition to the duties and qualifications as described above.

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 essential functions. While performing the duties of this job, the employee is occasionally required to sit for extended periods of time. The employee is required to walk. The employee is occasionally required to stand and reach with hand and arms, bending at the waist to retrieve and store files. Specific abilities required by this job include close and distance vision, the ability to hear conversations in quiet and noisy environments and the ability to speak clearly in order to exchange information and make presentations. Some driving is necessary. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours, meet multiple demands from several people and at time come into contact with dissatisfied or abusive individuals.

WORK ENVIRONMENT: The work environment characteristics 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. The noise level in the work environment is moderate; office environment is subject to constant interruptions.

Information contained in job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Amended 5/77.....7/98