

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: CAMPUS SUPERVISION ASSISTANT

BASIC FUNCTION:

Under general supervision of site administration, assists school staff in the safety and well-being of students during morning, noontime eating and recess/break activity. Through meaningful playground and lunch area supervision, students are afforded the opportunity to safely enjoy group interaction and exercise.

REPRESENTATIVE DUTIES

Supervise and monitor students before and after school, during lunch and at recess in all areas on campus assigned.

Assist students by providing examples of appropriate behavior a friendly attitude and general guidance.

Work collaboratively with all staff to monitor and ensure discipline and safety protocols are being maintained by students.

Communicate incidents and inappropriate behavior of students to site administrators and/or classroom teacher(s).

Assist with onsite traffic control, bus drop off and student pick up.

Reinforce the District and school rules and regulations pertaining to student activities, advise students regarding violation of rules and inappropriate behaviors.

Encourage and promote courtesy among children.

Maintain a harmonious atmosphere on campus.

Assure the health and safety of students by following health and safety practices and regulations.

Ensure safety rules are followed by all students.

Assist students by resolving minor conflicts on campus.

Report unauthorized activities and persons on school campus to appropriate authority.

Report potential or recurring disciplinary problems to office staff and/or classroom teacher(s). Report students requiring further disciplinary action to office staff and/or classroom teacher(s).

Report all student injuries to the health office immediately.

OTHER DUTIES:

Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Playground safety rules.
Basic principles of first aid.
Interpersonal skills using tact, patience and courtesy.
Standards of courtesy to be observed by students.

ABILITY TO:

Maintain a positive and safe playground environment.
Communicate effectively.
Understand and work within scope of authority.
Establish and maintain working relationships with the public, staff, subordinates, and administrators.
Be sensitive to and understand the diverse academic, socioeconomic, cultural, and ethnic backgrounds of district personnel, students, parents and the communities served by the district.
Maintain consistent, punctual and regular attendance.
Develop and maintain effective interpersonal relations using tact, patience and courtesy.
Maintain reliable, punctual and regular attendance.
Understand and carry out written and oral instructions.
Handle all matters in a tactful, courteous, and confidential manner.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.

LICENSES AND OTHER REQUIREMENTS:

Prior to competing the probationary period, the employee will successfully complete a valid First Aid and CPR certifications issued by an authorized agency.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.
Seasonal heat and cold or adverse weather conditions.

PHYSICAL DEMANDS:

Standing and walking for extended periods of time.
Ability to see to monitor student activities.
Hearing and speaking to exchange information.
Physical agility and stamina.
Walking and running.