I. Position Title
Campus Support Aide

II. Position Description
Under the immediate supervision of the site administrator, supervises students during the breakfast, lunch period, nutrition break, arrival and dismissal times while waiting for students to be transported; assists with traffic control in parking lots, monitors restrooms, assists in the safety and protection of all students and school property.

III. Example of Duties/Responsibilities
A. Supervises students during the breakfast, nutrition breaks and lunch period in the multipurpose room, restrooms, doorways, hot lunch lines, food service lines, and on the school grounds. (E)
B. Monitors school grounds, buildings, and restrooms to prevent vandalism and ensure adequate safety. (E)
C. Supervises students during arrival and dismissal times while waiting for students to be transported. (E)
D. Reports behavior problems. (E)
E. Encourages and promotes courtesy among students.
F. Observes that safety rules are obeyed. (E)
G. Provides a positive learning environment.
H. May provide child care services for parent meetings.
I. May assist with entry level clerical duties.
J. Monitors and distributes playground equipment. (E)
K. May assist students during meal service and assists nutrition service staff with organizing and refiling student ID cards after breakfast meal. (E)
L. May assist with clean up during and after breakfast and lunch by wiping tables and by monitoring students to dispose of trash. (E)
M. Performs related duties as may be required.

(E) - Essential

V. Minimum Qualifications
Knowledge of:
• General public relations.
• District policies, procedures and terminology.
• Safety and security practices.
• Basic techniques of supervision.
• Appropriate safety precautions and procedures.

Ability to:
• Understand and carry out oral and written directions.
• Understand, interpret and apply rules and written directions to specific situations.
• Learn and utilize new and current technologies.
• Use independent judgment.
• Establish and maintain effective working relationships.
• Maintain confidentiality of privileged information.

**Education and Experience**

• Graduation from high school or equivalent.
• Experience working with school age children is preferred.

**License and Certificates**

• A Valid California Driver's License, or
• Valid California Identification Card.

**Working Conditions**

**Environment**

• Office/school campus.
• Subject to frequent interruptions.
• May need to provide own vehicle for traveling from site to site.
• Noise.
• Indoor/outdoor.
• May work at multiple sites/shifts.

**Physical Abilities**

• Visual acuity to inspect records and reports.
• Hearing and speaking to exchange information.
• Standing/sitting for extended periods of time.
• Reaching overhead, above the shoulders and horizontally.
• Dexterity of hands and fingers to operate standard office equipment.
• Mobility.
• Bending, stooping and squatting.
• Gripping and grasping.
• Twisting at waist.
• Kneeling, crawling, lie on back.
• Light work: lifting, carrying, pushing and/or pulling up to approximately 25 pounds.

**Hazards**

• Abusive or uncooperative individuals.
• Exposure to adverse weather conditions.