

**CARMEL UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION - CLASSIFIED**

**POSITION:       CAMPUS AIDE**

**RANGE:           3**

**A.       PRIMARY FUNCTION**

Under general supervision of the school site administrator, to assist in the supervision of students on school grounds, parking lots, and areas adjacent to the school to ensure proper conduct and class attendance, to exercise and enforce School/District rules and regulations pertaining to student behavior, order and conduct; and to do related work as assigned..

**B.       ESSENTIAL FUNCTIONS/EXAMPLES OF DUTIES**

1.       Patrol school grounds, corridors, restrooms, parking lots and adjacent areas for the purpose of enforcing school/district rules and regulations as they pertain to student attendance, behavior, order and conduct.
2.       Supervise student behavior, correcting improper and unruly activities on the spot and reporting major infractions to the school administration.
3.       Intercede in and resolve student disagreements.
4.       Escort students to class or to proper administrative office, as needed.
5.       Perform security checks of buildings and grounds as necessary.
6.       Direct traffic to and from parking lot before school, at break, at lunch and after school and ensure that vehicles are parked in proper spaces.
7.       Check students for authorization to leave campus during break and lunch.
8.       Maintain discipline and order on campus and at school activities and events as assigned.
9.       Direct non-students or suspended students to leave school grounds and escort parents and visitors to proper office or classroom.
10.      Supervise students in and around dining areas during brunch and lunch periods.
11.      Report signs of vandalism to proper authority.

**C.       QUALIFICATIONS**

1.       Knowledge of:
  - a.       Needs and problems of students.
  - b.       Laws and policies regulating school attendance and campus behavior.
2.       Ability to:
  - a.       Relate well to students and adults and to earn their confidence and cooperation.
  - b.       Analyze situations accurately and adopt an appropriate course of action.
  - c.       Establish and maintain friendly, cooperative and effective working relationships with all persons contacted in the course of work.
  - d.       Establish and maintain friendly, cooperative and effective relationships with students.
  - e.       Follow oral and written instructions.

D. PHYSICAL REQUIREMENTS

Incorporated within one or more of the essential functions of this position are the following essential physical requirements:

1. Ability to see for purposes of reading instructions, signs and other printed material and for observing cars, students and adults.
2. Ability to hear and understand speech at normal levels in person, on the telephone, and or on two-way radio.
3. Ability to communicate so others will be able to clearly understand a normal conversation in person, on the telephone, and or on two-way radio.

E. WORKING CONDITIONS

Indoor and outdoor working environment subject to long periods of walking/standing, occasional running, holding up arms for long periods of time to direct traffic, and reaching in all directions.

REVISED: 01/01/95  
2<sup>nd</sup>. Revision: 1/24/01