

## **LA MESA-SPRING VALLEY SCHOOLS**

### **CAMPUS ATTENDANT**

#### **BASIC FUNCTION:**

Under the direction of the school's Principal, monitors the playground and/or lunch area during periods when students are present; organizes and directs age-appropriate activities for school age students; encourages students to observe fundamental courtesies at school; implements school discipline policy and assists in maintaining a clean and safe learning environment for students.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Assists students to organize and find appropriate activities for the purpose of providing a positive learning environment.

Encourages students to observe fundamental courtesies at school and encourages student development.

Implements school discipline policy with appropriate follow up to convey and/or receive information required to perform job functions.

Monitors individual and/or groups of students in a variety of settings and provides a safe and positive learning environment.

Organizes quiet or active, age appropriate indoor and/or outdoor activities.

Oversees students moving about the campus; ensures the safety of children and meets the District's requirements.

Responds to inquiries from a variety of sources and provides information and/or direction to other sources.

Transfers children directly from/to parents or designee; ensures safety of children and meets the District requirements.

##### **OTHER DUTIES:**

Attends and participates in meetings, in-service trainings, workshops and conferences.

Performs related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students.

Interpersonal skills using tact, patience and courtesy.

Positive reinforcement techniques.

Safe and age appropriate activities.

Stages of child development.

##### **ABILITY TO:**

Act as a good role model.

Establish and maintain cooperative and effective working relationships.

Gather and/or collate data.

Maintain discipline with students.

Operate equipment using defined methods.

Positive student discipline using appropriate communication skills.

Problem solve when equipment is limited to moderate.

Schedule activities.

Understand and carry out oral and written instructions.

Use basic, job-related equipment.

Work with a diversity of individuals.

Work with data utilizing defined and similar processes.

Work with others.

Work with similar types of data.

Utilize specific, job-related equipment.

#### **EDUCATION AND EXPERIENCE:**

Paid or volunteer experience working with children.

**LICENSES AND OTHER REQUIREMENTS:**

Successful passage of the District's job-related proficiency test.

Valid First Aid and CPR Certificate issued by an authorized agency preferred.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor/outdoor

**PHYSICAL DEMANDS:**

Bending at the waist, kneeling or crouching to assist students.

Dexterity of hands and fingers to operate standard playground and classroom equipment.

Hearing and speaking to exchange information.

Occasional lifting, carrying, pushing, and/or pulling

Seeing to monitor student activities.

Sitting or standing for extended periods of time.

**HAZARDS:**

Potential contact with body fluids.

Potential contact with blood-borne pathogens and communicable diseases.

**FLSA Status**

Non Exempt

**Approval Date**

11/15/18