

JOB DESCRIPTION
National School District

Campus Student Safety Assistant

Purpose Statement:

Under the direction of the site administrator or designee, the job of Campus Student Safety Assistant is done for the purpose/s of providing for the safety and welfare of students during non-instructional activities; communicating observations and incidents that may impact a student's development or general wellbeing to other school personnel; assist in general supervision of students in special activities as required (i.e. crosswalk, bus zone, assemblies and extra activities), assists in cleaning all student eating areas and provides appropriate emergency care as may be necessary.

Essential Functions

- Administers first aid for the purpose of providing emergency care.
- Assists students during transit to and from the cafeteria and playground for the purpose of ensuring student safety. Assist office personnel with late arrivals and early dismissals.
- Assists to maintain eating areas for the purpose of providing a clean and healthy environment for students. Duties would include disinfect and clean the tables and counters, assist in spot mopping cafeteria area, keep debris off floor and under tables.
- Monitors students during before and after school, late arrivals, breakfast, lunch periods and recesses within a variety of school environments, (e.g., cafeteria, restrooms, playgrounds, secure gates, walk perimeters and hallways, classrooms, bus stops, pick-up and drop-off areas, crosswalks, parking lots, visitor check-in etc.) for the purpose of providing for the safety, security, and welfare of students.
- Reports observations and incidents to appropriate school personnel relating to specific students (i.e. discipline, accidents, illnesses, suspicious behavior and activities etc.) for the purpose of communicating information to teachers, parents and administration.
- Supervises safe use of playground equipment for the purpose of providing a safe & healthy environment for students.

Other Job Functions

Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Facilitates games and other activities among students for the purpose of providing age appropriate activities.

Performs other related duties and assignments as required.

Job Requirements: Minimum Qualifications Skills, Knowledge, and Abilities

Working knowledge of basic written and spoken English.

Knowledge of playground safety, student safety and basic first aid.

Abilities to stand and walk for prolonged periods, use of a two-way radio and follow protocols and procedures. Significant physical abilities include stooping, lifting, talking/hearing and far visual acuity/depth perception.

Responsibility

Responsibilities include working under limited supervision following standardized practices and/or methods.

Working Environment

Work is performed primarily on school campus environment; Generally, the job requires 25% walking and 75% standing. Ability to withstand exposure to adverse weather conditions.

Experience Job related experience is desired.

Education High School diploma or equivalent preferred.

Required Testing

Pre-Employment Drug Screening
Pre-Placement Physical Exam

Certificates & Licenses

None Specified

Continuing Ed/Training

None Specified

Clearances

Criminal Justice/Fingerprint Clearance
Tuberculosis Clearance

FLSA Status
Non-Exempt

Approval Date
9-13-2023

Salary Grade
Classified Range 8