

**SIERRA UNIFIED SCHOOL DISTRICT**  
**POSITION DESCRIPTION**

**CLASSIFIED**

**JOB TITLE:           CAMPUS AIDE**

**RESPONSIBLE TO:**   Site Principal

**General Summary:**

Under the supervision of the school site principal and/or designated administrator, within the standard policies and procedures, patrol school grounds, parking lots and building areas to maintain order, security and safety of all school employees, students and property; promotes positive behavior of students and visitors on the campus.

**Performance Responsibilities:**

- Supervise students on school grounds and in other areas of the campus outside the classrooms;
- Prevent unruly conduct by students on campus grounds;
- Be watchful for safety violations and correct as observed;
- Enforce rules firmly and fairly;
- Assess a situation, make a proper decision, and take the appropriate action;
- Perform related duties as assigned

**Minimum Qualifications:**

**Knowledge of:**

- Knowledge of school rules and regulations.
- Knowledge of social and personal needs of school age children.

**Ability to:.**

- Communicate effectively, both verbally and in written form, with a wide variety of people in diverse age groups;
- Deal tactfully, and effectively with students, teachers, other staff members and the public;
- Supervise students to ensure appropriate behavior, deal effectively with inappropriate behavior;
- Follow written and oral instructions;
- Answer questions and make referrals to the proper administrator.

Education and Experience:

- Any combination equivalent to sufficient experience, training, and/or education to demonstrate the knowledge's and abilities listed above.

Licenses and other requirements:

- A valid California Driver's License.

Physical Characteristics:

- Requires the ability to hear at close proximity (up to five feet) and at a distance (up to twenty feet); clarity of vision at varying distances; and
- Requires the ability to stand and walk for long periods of time .

Working Conditions:

- Exposure to volatile situations involving students and/or parents;and
- Work involves indoor and outdoor environment; and exposure to extreme heat and cold; and
- Occasional exposure to blood-borne pathogens and body fluids from injured or ill students.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodations.