



PITTSBURG UNIFIED SCHOOL DISTRICT

LEAD CAMPUS RESOURCE ASSISTANT

CLASSIFICATION SPECIFICATION

DEFINITION OF JOB TITLE:

Under the direction and supervision of an assigned school administrator and School Resource Officer (SRO), schedule and provide work direction to campus resource assistants. Perform a variety of duties associated with supervision of students on the high school campus and in the immediate surrounding areas. Point of contact for administrators and SRO.

DISTINGUISHING CHARACTERISTICS:

Works independently with minimal supervision. Possess the ability to lead teams.

EXAMPLES OF DUTIES:

- Develop work schedule and assign duties to campus resource assistants.
- Coordinates the work and training of both groups referenced above.
- Monitors and regulates student behavior and activities on campus and in the parking areas in and around the school facility. Responds to disorderly conduct by students.
- Checks for and warns unauthorized persons on school grounds.
- Tactfully and diplomatically intervenes with potential or actual misconduct by students, employing learned strategies and behavior modifications/conflict resolution techniques.
- Reports incidents beyond designated authority to administration/SRO.
- Confers with school administration and collaborates with law enforcement, probation and other agencies on matters related to student conduct and discipline.
- Performs related duties as assigned.

MINIMUM REQUIREMENTS:

Knowledge of:

- District and school policies and procedures related to student management.
- Regulations pertaining to juveniles.
- The role of law enforcement related to student conduct and discipline.
- Appropriate and effective approaches to student discipline.
- Oral and written communication skills.
- Demonstrate ability to communicate clearly and effectively with staff and students.
- Interpersonal skills using tact, patience and courtesy to motivate and encourage students.
- Conflict resolution strategies.

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Ability to:

- Train and provide work direction to others.
- Work with students and adults to maintain order on campus.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Maintain written records, plan work schedules and organize work activities.
- Communicate effectively, both orally and in writing.

Education and Experience:

- High school diploma or equivalent.
- Three (3) years experience working with students.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License

WORKING CONDITIONS:

Office/outside environment. With or without accommodation, the ability to see and hear to conduct work, and speaking to exchange information. Walking for extended periods of time up and downstairs; reaching overhead, above the shoulders, and horizontally, or bending at waist. Moderate to high levels of stress. Reading, writing, and operating computer keyboard.

TERMS OF EMPLOYMENT:

Work year:	238 days
Salary:	Classified – Range 32 (\$30,445 - \$37,033)
Board Approved:	August 14, 2013