

LOS ANGELES UNIFIED SCHOOL DISTRICT
CLASS DESCRIPTION
PERSONNEL COMMISSION
Unit B

Class Codes

CAMPUS AIDE AND (RESTRICTED)
4687

CAMPUS AIDE (SPANISH LANGUAGE) AND (RESTRICTED) 4690
CAMPUS AIDE (FEMALE) AND (RESTRICTED) 4688
CAMPUS AIDE (FEMALE) (SPANISH LANGUAGE) AND (RESTRICTED) 4689
CAMPUS AIDE (MALE) AND (RESTRICTED) 4691
CAMPUS AIDE (MALE) (SPANISH LANGUAGE) AND (RESTRICTED) 4692

DEFINITION

Assists in maintaining standards of student discipline and ensuring the observance of rules and procedures by students and others on a school campus and at bus loading points at the direction of a school administrator or teacher.

TYPICAL DUTIES

Patrols school corridors, locker rooms, rest rooms, assembly and athletic facilities, gymnasiums, bus-loading areas, and other campus locations in order to observe student behavior and prevent violations or unsafe activities. Provides information to school administrators regarding causes and effects of campus and community tension.
Gathers information and provides advice regarding gang activities.
May direct students and others and take action, as necessary, to prevent injury to persons or damage to property.
May discuss with student groups issues relating to narcotics, gambling, attendance, gang activities, vandalism, safety, and community relations.
May work with groups authorized to be on the campus before and after school and keep the campus free of unauthorized persons.
May assist school administrators in contacting parents regarding students with behavioral problems and in discussing campus security with parent and community groups.
May assist a certificated employee in supervising students during field trips and special events.
May assist a certificated employee in counseling individual students or groups of students or in assisting student clubs.
May deliver, set up, lay out, or collect equipment and other materials.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Campus Aide patrols school facilities in order to prevent violations of rules

or safe practices. Employees in the classes designated as (Female) or (Male) are required to enter restrooms or locker rooms that are restricted to persons of the designated sex. Employees in the (Restricted) classes are employed in accordance with Education Code Section 45105 or 45108. Employees in the classes designated "(Spanish Language)" are required to speak Spanish as part of their duties, for which they receive a salary differential.

An Education Aide III works in a school under the immediate supervision of a teacher or certificated employee. Assigned duties involve assisting in instructional reinforcement activities with students.

An Early Education Center Aide I performs beginning level work of gradually increasing responsibility in assisting in meeting the developmental and educational needs of children.

An Early Education Center Aide II assists teachers in the development and preparation of instructional materials and assists in assessing developmental levels.

SUPERVISION

Supervision is received from a school administrator or teacher. No supervision is exercised over District employees.

CLASS QUALIFICATIONS

Knowledge of:

- Safety rules and procedures to be observed by students
- Standards of courtesy and behavior expected of students
- Adolescent development and problems
- Vocabulary and usage of terms common to youth in the area served by the school

Ability to:

- Establish good relations with individual students and groups
- Communicate orally with District staff, parents, and students
- React quickly and appropriately in emergencies
- Operate two-way radio equipment
- Work effectively with District personnel, students, parents, the public, and others

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Special:

Ability to speak Spanish is required in the classes designated as (Spanish Language).

For the "restricted" class, applicants must reside in a designated geographic area surrounding the school where the position is assigned. A valid California Driver License and use of an automobile may be required for some positions. Completion of a State approved campus safety training program required of employees assigned more than 20 hours a week.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and abilities. Management retains the discretion to add or change typical duties of the position at any time.

Revised
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