



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

CLASSIFICATION AND POSITION DESCRIPTION

TITLE:	School Campus Aide	REPORTS TO:	Assigned Supervisor	
DEPARTMENT/SCHOOL:	As Assigned	CLASSIFICATION:	Non-Administrative Classified Technical	
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	10 months/Calendar 5004 7.5 hours per day or duty days/hours as assigned	
APPROVED: Board Revised: Board: Commission:	1/9/2019 11/28/2018 12/6/2018	SALARY GRADE:	Schedule: 56 Range: 29	

BASIC FUNCTION:

Under the direction of an assigned supervisor, monitor students primarily during meal and recess periods; and other school activities as needed. Perform light cleaning in meal areas and perform other related assignments as necessary.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Monitor students primarily during meal and recess periods in and around the following areas (including but not limited to): lunchrooms, playgrounds, bus stops, parking lots, crosswalks, or classrooms when teachers are unavailable.
- Engage students when playing at lunch or recess and during school activities.
- Report conditions that are hazardous to the health and safety of students.
- Assist students in conflict mediation/solving problems; reinforcing school agreements governing proper behavior of students.
- Report ongoing conflicts to site or district administration.
- Monitor and observe or scan assigned target areas.
- Perform light cleaning duties such as wiping down tables and benches in meal areas both indoors and outdoors.
- Assist students as needed in opening lunch items when necessary.
- Maintain order in and around indoor and outdoor meal areas.
- Assist with school wide activities including but not limited to: Picture day, Vision/Hearing Screening, etc, to maintain the orderly and efficient movement of students to/through/during the activity.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of knowledge skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Education and Experience: Any combination equivalent to:

- A. Graduation from high school or equivalent.
- B. Six (6) months working with students desired.

LICENSES AND OTHER REQUIREMENTS:

Valid first aid and CPR certificates issued by authorized agency preferred.

Incumbents in this classification may be required to speak, read and write in a designated second language.

Employment eligibility that includes fingerprint, tuberculosis and/or other employment clearance.

KNOWLEDGE OF:

- Appropriate student conduct in and out of the classroom.
- Basic methods of individual and group supervision.
- Child guidance principles and practices.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Current social and behavioral problems affecting local students.
- Health and safety regulations.
- Interpersonal skills using tact, patience and professionalism.
- Mathematical computations.
- Oral and written communication skills.
- Safe practices in classroom and playground activities.
- School rules and regulations.
- Standard broadcasting procedures of a hand-held two-way radio system.

ABILITY TO:

- Assure student compliance with school and organizational policies and regulations
- Communicate effectively both orally and in writing
- Complete work with many interruptions
- Demonstrate an understanding, patient and receptive attitude toward students
- Determine appropriate action within clearly defined guidelines
- Establish and maintain cooperative and effective working relationships with others
- Learn organizational operations, policies and objectives
- Make mathematical computations with speed and accuracy
- Meet schedules and time lines
- Monitor, observe and report student behavior
- Observe health and safety regulations
- Operate a two-way radio
- Prevent or break up student conflicts and fights
- Read books to students and assist with reading and writing activities
- Scan and monitor campus activities to assure the well-being and safety of students and staff in non-classroom activities
- Understand and follow oral and written instructions

WORKING CONDITIONS

ENVIRONMENT:

- Classroom and other indoor and outdoor learning environments
- Interactions with dissatisfied, hostile and irate individuals
- Seasonal heat and cold or adverse weather conditions
- Subject to demanding time lines and constant interruptions

PHYSICAL ABILITIES:

- Bending at the waist and/or kneeling to assist students and to retrieve materials
- Hearing and speaking to exchange information
- Lifting, carrying, pushing and/or pulling students weighing up to 50 pounds and with assistance for over 50 pounds
- Seeing to read a variety of materials and monitor student activities
- Sitting, standing or walking for extended periods of time

HAZARDS:

- Contact with blood-borne pathogens and infectious diseases
- Contact with dissatisfied, assaultive or abusive individuals.
- Exposure to blood borne pathogens and infectious diseases