

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: CAMPUS MONITOR/YOUTH ADVOCATE

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES:

Under the supervision of the site administrator ensures school safety, by supporting a positive school climate, monitoring the school campus and adjacent property to ensure school security and pupil safety while classes and activities are being conducted; to assist in assuring the observance of rules, regulations and procedures by students and others; to supervise pupils on campus and at school activities; and to perform related duties as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL/TYPICAL DUTIES:

Establishes a positive working relationship with administrators, faculty, staff, pupils, and the community

Assists pupils in resolving conflicts in a positive and constructive manner through the use of conflict resolution strategies and mediation techniques and participates in the training of pupils and staff in conflict resolution strategies and mediation techniques

Acts as a liaison between site and home; may conduct home visits to enhance school/home relations, address truancy issues and/or connect families to community resources

Monitors the campus during school hours and provides general supervision of students outside of class

Performs staff and student training around SCCOE safety policies and procedures (i.e. lockdown trainings, fire drills, earthquake drills, etc.)

Prevents and controls incidents of violence directed against school facilities, students, or personnel

Maintains alertness for problems likely to disrupt the educational process or to be injurious to persons or property; corrects or reports conditions hazardous to the health and safety of pupils, the public, and staff; remains alert to gang member presence including signals and the wearing of colors

Identifies persons committing or attempting to commit crimes against school facilities or offenses to the persons of students or school personnel and notifies appropriate administrator and authorities

Notifies administrator, as appropriate, of gang activities on or near campus and communicates with school staff via portable radio; reports hazards or unsafe conditions on school property to principal or designee

Refers students to appropriate administrator in cases of flagrant or repeated violations of school regulations, and assists teachers when requested in responding to situations involving unruly pupils

Ensures persons entering school grounds are authorized to enter; reports presence of unauthorized persons; stops visitors to campus to ensure they are properly authorized

Maintains positive and effective working relationships with local law enforcement agencies and representatives

As directed by school principal or designee, intervenes appropriately in situations likely to result in disruption or injury and sets appropriate consequences for pupil conduct

Makes immediate on-site investigations of crimes or offenses by collecting evidence and identifying witnesses

Prepares and maintains a variety of required state and local incident and statistical reports, records, and files including but not limited to School Safety Plans, Discipline logs, etc.

Adjusts schedule to accommodate assignment to a variety of pupil activities

Assists in orienting students regarding security measures

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:**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

Basic methods of site protection

Interviewing, investigative and positive discipline procedures and techniques

California Penal Code and City and County ordinances relating to theft, burglary, arson, malicious mischief, trespass, and other criminal matters

Regulations pertaining to the protection of buildings and grounds belonging to the County Office of Education

Local law-enforcement, service, and emergency agencies

Regulations governing the use of radio broadcasting equipment

Security measures and devices

Operation of a computer and related software applications

ABILITY TO:

Communicate orally with parents and students

Operate two-way radio equipment

React quickly and appropriately in emergencies
Write required reports clearly and concisely
Work effectively with Office staff, students, the public, and peace officers
Use good judgment in dealing with traffic control, improperly parked car, and request for police assistance
Think clearly and logically, use good judgment, and make quick decisions in emergency situations
Remember names, faces, and details of occurrences
Communicate effectively orally and in writing
Deal effectively and maintain good relations with students, school personnel, police officers, and the public.

EDUCATION AND EXPERIENCE:

Graduation from high school or evidence of equivalent educational proficiency.
Ability to complete training requirements as designated by the Santa Clara County Office of Education within 30 days after being hired (or within a time frame deemed acceptable by the Santa Clara County Office of Education).
Six months experience working with at-risk or gang affiliated youth is preferable. College coursework in Psychology, Sociology, Child Development, Juvenile Justice or related discipline is preferable. Some positions may require bilingual verbal, written, and translation skills.

LICENSES AND OTHER REQUIREMENTS:

A valid Class C California Driver's License with a driving record that meets the insurance requirements of the County Office of Education
Acquire and maintain current certification in Basic First Aid and CPR within 30 days of employment

WORKING CONDITIONS:

ENVIRONMENT:

School site office and surrounding campus; indoors and outdoors in all weather conditions; all areas of a school campus including fields, gym and bleachers, school buses, hallways, classrooms, and restrooms, etc. Duties may require incumbents to drive a vehicle to make home visits.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person and on the telephone, or by two-way radio; seeing to read various documents related to assigned activities; seeing to read small print in adverse lighting and at night; depth perception, prepare, and proofread documents, perform assigned duties; walking, sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting heavy objects, traversing across uneven surfaces such as stairs, pavement, etc.

HAZARDS:

Contact with dissatisfied, unruly, possibly combative or aggressive individuals.

Approved by the Personnel Commission: August 12, 2010

Revised: September 9, 2010

Revised: July 9, 2014

Revised: September 10, 2014



Sheila Lopez, Director
Classified Personnel Services

September 10, 2014

Date