

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: CAMPUS MONITOR/YOUTH ADVOCATE - LEAD

BASIC FUNCTION:

Under the supervision of the site administrator, provides guidance and coordination to Campus Monitor/Youth Advocate staff to ensure student safety, promote a positive school climate, and enforce campus rules and regulations; supports the oversight of campus supervision and safety operations, coordinates services and resources, and fosters collaborative partnerships with internal and external partners, including school administration, staff, families, and community agencies; mentors at-risk students through advocacy and guidance; plays a critical role in school-wide safety planning and provides training and support to site staff and peers

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished from the Campus Monitor/Youth Advocate classification in its responsibility for providing guidance, training, and work coordination to Campus Monitor/Youth Advocate staff, and for serving as the primary point of contact for site-level supervision issues in the absence of the site administrator. Incumbents are expected to exercise a higher level of independence and judgment in responding to developing situations, including urgent and potentially dangerous circumstances. The role requires proactive problem-solving, the ability to make recommendations for improving campus safety operations, and the skill to support and organize the daily work of assigned staff while maintaining their own responsibilities for student support and supervision.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

- Serves as a primary point of contact for campus safety and monitoring efforts; collaborates with school administration to implement and maintain established school safety plans and discipline procedures; ensures the coordination of resources and services across school and community agencies.
- Provides task coordination and scheduling support for Campus Monitor/Youth Advocate staff to maintain a safe and orderly campus.
- Provides training, guidance, and support to Campus Monitor/Youth Advocate staff and other school staff in safety protocols, conflict resolution, positive behavior strategies, and emergency response procedures.

- Coordinates and leads drills and trainings (e.g., lockdowns, fire drills, earthquake drills) in compliance with SCCOE safety standards.
- Supports the enforcement of school rules and student conduct policies, intervening in and resolving conflicts through de-escalation and restorative approaches.
- Collects, documents, and maintains records of on-site incidents, referrals, and related data; prepares detailed reports, manages service inventories, and tracks outcomes for administrative review.
- Monitors student behavior across all campus environments; identifies and intervenes in situations that may escalate to violence or injury; reports unsafe behaviors (e.g., gang activity, drug use, truancy) to administration; maintains collaborative relationships with local law enforcement.
- Promotes family engagement; serves as a liaison between home and school by supporting service delivery through home visits, outreach, workshops, and connections to community resources
- Coordinates communication among campus monitors, administration, and local authorities using two-way radios and digital communication tools.
- Implements and supports schoolwide behavior management programs, such as PBIS, restorative justice, and SLS programs, ensuring compliance with state regulations and integration with school systems (e.g., MTSS, PBIS).
- Attends a variety of meetings, trainings, and professional development activities to maintain current knowledge, support campus safety initiatives, and enhance job effectiveness
- Serves as liaison between BHSD, schools, and community partners.
- Facilitates access to confidential spaces, technology, and records (with proper consents).
- Organizes and leads Campus Collaborative meetings as required to gather input, foster partnerships, and improve school climate.
- Participates in county-wide initiatives, stakeholder meetings, and behavior health /counseling collaborations.

OTHER DUTIES:

- Performs other related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Adolescent development and behavior intervention strategies, including trauma-informed practices, positive behavior supports, restorative practices, and culturally responsive engagement.
- Standards of courtesy and behavior expected of students.
- Strategies for promoting a positive, inclusive school climate.
- Vocabulary and communication styles common to youth in the area served by the school.

- SCCOE and district safety policies, emergency response procedures, reporting protocols, and security measures for protecting students, staff, and facilities.
- Applicable laws and regulations, including California Penal Code as it relates to school settings.
- Operation and proper use of safety and communication equipment (e.g., two-way radios, video surveillance, radio broadcasting).
- Local law enforcement, service, and emergency agency contacts.
- Techniques for mentoring, guiding, and advocating for at-risk students.
- Methods for facilitating training sessions and workshops for staff and peers.
- Basic methods of information gathering interviewing, record-keeping, reporting, and data tracking for safety incidents and program outcomes.
- Operation of computers and related software applications

ABILITY TO:

- Collaborate effectively with diverse school staff, students, families, and community partners.
- Establish rapport with students, de-escalate potentially volatile situations, and enforce campus safety rules consistently and fairly.
- Remain calm and make sound decisions in high-stress or emergency situations.
- Analyze situations quickly, anticipate potential risks, and take proactive steps to prevent incidents.
- Conduct training and mentor peers in school safety procedures.
- Communicate clearly, both verbally and in writing, with students, families, staff, and law enforcement.
- Prepare detailed, accurate reports and maintain confidential records.
- Navigate complex social situations with empathy and authority, adapting approaches to meet diverse student needs.
- Plan, organize, and prioritize multiple tasks or projects effectively.
- Use technology and communication tools effectively for safety monitoring, reporting, and training.

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent. College coursework in psychology, sociology, criminal justice, child and adolescent development, or related field preferred.
- Two (2) years of experience supervising and monitoring students, maintaining campus safety, enforcing rules, and responding effectively to behavior incidents and emergency situations in programs supporting at-risk or gang-affiliated youth in a school or restorative justice program.
- Experience facilitating training sessions is preferred.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Class C driver's license and insurable driving record.
- Acquire and maintain current certification in Basic First Aid and CPR within 30 days of employment.

- Acquire and maintain the School Security Training Certification, also referred to as SB 390 School Security Officer Training, within 6 months of hire.

MAY REQUIRE:

- Fluency in English and a second language as specified by the Santa Clara County Office of Education.

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, restrooms, etc.
- Duties require incumbents to drive a vehicle between school sites and make home visits.

PHYSICAL DEMANDS:

- May involve exposure to confrontational or emotionally charged situations.
- 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.
- Duties include driving between school sites, student homes and/or community locations.

HAZARDS:

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

Disaster Service Worker

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law. *Ca. Gov. Code § 3100.*

Approved by Personnel Commission: November 12, 2025



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 11/12/25