



PITTSBURG UNIFIED SCHOOL DISTRICT

CAMPUS RESOURCE ASSISTANT

CLASSIFICATION SPECIFICATION

DEFINITION:

Under general supervision of school administrator and Community Resource Office, to assist in the supervision and maintenance of security service on a school campus and the immediate surrounding areas; and to do related work as required.

DISTINGUISHING CHARACTERISTICS:

Must possess the knowledge, skills, physical ability and characteristics that are required for successful job performance.

EXAMPLES OF DUTIES:

- Performs routine surveillance of school grounds, buildings, perimeters and other areas frequented by students
- Takes necessary action to correct and prevent violations of school rules and regulations on school grounds, in hallways and other facilities, and areas surrounding the campus
- Records and reports auto license numbers of non-student loiters
- Assists the antisocial student to enter into organized social groups
- Talks with parents and school administrators concerning the behavior of students
- Notifies appropriate school administrator of situations which require immediate attention
- May attend and assist in the supervision of athletic contests on campus and away from campus
- May attend and assist in the supervision of social functions held by the school during the afternoon and evenings
- Tours school buildings and grounds to prevent altercations and campus disorders
- Protects and defends students from outsiders
- Maintains firm but respectful and courteous attitude toward children
- Makes immediate reports of injuries and reports on causes of situations leading to injuries

MINIMUM REQUIREMENTS:

Knowledge Of:

- School rules and written regulations.
- Penal code as it relates to juveniles.

Ability To:

- Follow written and oral instructions.
- Observe a group or individuals and anticipate behaviors.
- Deal tactfully and effectively with students and faculty.
- Establish and maintain effective relationships with others.
- Communicate effectively in writing and orally.

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MINIMUM REQUIREMENTS: (cont.)

Training & Experience:

Any combination equivalent to graduation from high school, and two years of work experience involving juvenile law enforcement or extensive public contact with adolescents in appropriate areas.

Physical:

- Good physical condition as determined by pre and post employment inquiries and health reports
- Required to pass a medical examination to determine physical fitness for the position

Other:

- Required to attend initial training provided by the Pittsburg Police Department and Student Services Director
- Performs other duties as assigned

January, 1993