



CAMPUS SUPPORT ASSISTANT POSITION DESCRIPTION

Description of Position

The Campus Support Assistant, under the general supervision of the Classroom Teacher and Principal, serves as a generalist in the effective operation of the school.

Classification Classified Employment

Work Year 180 Days

1. Qualifications

- 1.1 High School graduation or recognized equivalent.
- 1.2 Prior work experience involving children, desirable.
- 1.3 Ability to carry out the discipline plan of the school and classroom.
- 1.4 Ability to take direction from the Principal and/or Classroom Teacher.
- 1.5 Ability to establish effective rapport with pupils and maintain effective working relationships with administrators, teachers, parents, and other staff members.

2. Duties and Responsibilities

- 2.1 Assists Principal and Teachers in maintaining a safe and orderly school environment by supervising students on and off the school campus during the school day, during lunch and recess periods, and before and after school. This may include supervising a crosswalk or entrance to the campus.
- 2.2 Assists teachers in working with children on specific learning tasks, such as: supervising learning centers, playing learning games, listening to students

read, taking dictation for language experiences, reading to individuals or small groups.

2.3 Assists teachers with clerical responsibilities, including record keeping and collecting, duplicating and organizing classroom materials.

2.4 Provides students with immediate performance feedback on their tasks.

2.5 Attends field trips with the class when necessary.

2.6 Performs other duties as assigned.

3. Organizational Relationship

3.1 Supervision – Principal and Classroom Teacher

3.2 Evaluation – Principal