

## **DEL MAR UNION SCHOOL DISTRICT**

**CLASS TITLE:      CAMPUS AIDE**

### **BASIC FUNCTION:**

Under the direction of the Principal, supervise students during recess and lunch; work with students in an instructional setting; assist with the preparation of classroom materials.

### **REPRESENTATIVE DUTIES:**

- Support individual students and small groups in an instructional setting; understand student needs to support student progress.
- Supervise and monitor students including but not limited to, before and after school, at recess, on the playground, during restroom breaks, and when appropriate on field trips; maintain eating areas; oversee safe use of playground equipment.
- Communicate with classroom teachers regularly to arrange schedules and materials to plan and prepare for small student groups.
- Provide support to the teacher by setting up work areas and displays and distributing and collecting paper, supplies, and materials.
- Demonstrate positive, respectful, and age-appropriate interactions with students across all school settings as demonstrated by positive tone of voice and pointing out successes of students.
- Observe and support behavior of students according to approved procedures; utilize appropriate behavior management techniques; coordinate student activities; ensure physical well-being of students.
- Provide assistance to and interact with students during transit to and from the lunch areas and playground.
- Report observations and incidents related to specific students; resolve conflicts and disputes.
- Assure the health and safety of students by following health and safety practices procedures; refer ill and injured students to appropriate personnel.
- Maintain the confidentiality of student records and information according to established guidelines.
- Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

- Child guidance principles and practices.
- Safe practices in classroom and playground activities.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Classroom procedures and appropriate student conduct.

#### **ABILITY TO:**

- Assist with activities with students across all school settings or assigned learning environment.

- Reinforce instruction to individual or small groups of students as directed by the teacher.
- Print and write legibly.
- Understand and follow oral and written directions.
- Learn the procedures, functions and limitations of assigned duties.
- Communicate effectively with children and adults.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Oversee and discipline students according to approved policies and procedures.

**EDUCATION AND EXPERIENCE:**

- Any combination equivalent to graduation from high school and some experience working with children in an organized setting.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Classroom or learning environment.
- Outdoor environment.

**PHYSICAL DEMANDS:**

- Hearing and speaking to exchange information.
- Seeing to monitor children.
- Dexterity of hands and fingers to operate assigned equipment and demonstrate activities.
- Bending at the waist, kneeling, or crouching to assist students.
- Reaching overhead, above the shoulders and horizontally.
- Standing or walking for extended periods of time.

**SALARY:**

Placement on the Classified Salary Schedule on Range 12.