
PERSONNEL COMMISSION

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

Class Code: 5334
Salary Range: 24 (S1)

CAMPUS STAFF ASSISTANT SUPERVISOR

JOB SUMMARY

Under general supervision, directly supervise the planning, development, and implementation of the staff, activities and operations of Campus Staff Assistants (CSA) at one or more assigned school sites; serve as a role model and mentor to students and staff; build relationships and engage with students to promote and encourage positive and safe school experiences; monitor Campus Staff Assistant - student relationships and student behavior; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Serve as a role model and mentor to staff and students; oversee staff and participate in providing guidance to students regarding appropriate behaviors and the importance of following school rules; supervise staff and provide staff training to identify effective techniques to build rapport with students and assist in promoting a positive, productive, and safe campus climate. **E**
- Train and assist CSA's in working with students' self-esteem building by providing examples and general guidance and support; assist staff in guiding students to improve self-awareness and respect while encouraging positive behavior and relationships with adults and peers. **E**
- Identify and intervene in conflicts between staff, individuals and groups of students and de-escalate situations; train staff and participate in assisting students to problem-solve issues and resolve conflicts in a positive and constructive manner. **E**
- Train and supervise the performance of assigned staff at one or more schools; assign, schedule and review the work of staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Conduct in-service training for CSA's and other designated staff regarding campus safety best practices, District and site protocols, and other related school safety issues; coach, and encourage positive interactions and relationship building with and between students and staff. **E**
- Evaluate Campus Staff Assistants, coordinate and schedule CSA overtime in accordance with District policies, practices and collective bargaining agreements; assign, schedule, and review the work of staff. **E**
- Monitor and supervise CSA staff activities and assist site administration and public agencies during emergencies such as lockdowns or evacuations; collaborate with administration on Safety Plan implementation; supervise staff and participate in escorting students and staff to identify safe areas. **E**

Campus Staff Assistant Supervisor

- Patrol on foot, a school campus and its vicinity, before, after, and during school hours. *E*
- Assign staff and observe and monitor student behavior in alternative classroom environments, non-classroom activities, including, but not limited to, before-school and lunchtime activities, passing periods, and school activities such as dances and athletic events, referring students to an administrator as necessary. *E*
- Supervise staff and participate in identifying and intervening in conflicts between individuals and groups of students and de-escalate situations; assist students in problem-solving issues and resolve conflicts in a positive and constructive manner. *E*
- Assign staff and ensure buildings and gates are secured, as directed by District and school policies and procedures; supervise staff and participate in assisting administration with searches of student lockers and property; confiscate inappropriate items; arrange for temporary clothing for dress code infractions. *E*
- Approach students and campus visitors suspected of violating rules and regulations. *E*
- Provide support to faculty and staff regarding student misconduct and how to prevent impending problems. *E*
- Prepare, maintain, and supervise staff in the completion of a variety of reports, logs, and forms; prepare a variety of reports, personnel forms, requisitions and related documents. *E*
- Operate a variety of office equipment including a computer, software, two-way radio and telecommunications devices; drive a personal vehicle to conduct work, as needed. *E*
- May participate in home visits and parent conferences, as requested.
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

Incumbents in the Campus Staff Assistant Supervisor role directly supervise Campus Staff Assistants (CSA) at one or more District school sites. Incumbents in this class are responsible for supervising, planning, developing and implementing the daily operations of a team responsible for observing and monitoring students, student activities, and school facilities to ensure the well-being and safety of students, staff and visitors, while promoting a positive, productive and safe campus climate.

EMPLOYMENT STANDARDS

Knowledge of:

Individual student and group behavior as related to adolescent school-age students.

General principles of adolescent behavior and development.

General behavioral management strategies and techniques.

Diverse needs of students from varying socioeconomic and cultural backgrounds.

Group behaviors and dynamics.

General conflict resolution techniques.

Applicable laws, codes, rules, and regulations related to assigned activities.

Principles and practices of training and supervision.
Oral and written communication skills.
Interpersonal skills using tact, patience, and courtesy.
Public speaking techniques.
Operation of a variety of office equipment, computer hardware, software and telecommunications equipment.
Operation of a two-way radio.
Report writing, record-keeping and filing techniques.

Ability to:

Model a relational approach to interacting with students, staff, and the public.
Understand adolescent behavior and be a positive role model to adolescents.
Train, supervise and evaluate the performance of assigned staff.
Demonstrate understanding and patience toward students.
Build positive relationships and strengthen student engagement.
Demonstrate empathetic listening and interpersonal skills with individuals from varying cultural and socioeconomic backgrounds.
Work collaboratively as an educational team member.
Analyze situations accurately and adopt an effective course of action.
Interpret, apply, and explain applicable laws, codes, rules, and regulations.
Establish and maintain cooperative and effective working relationships with others.
Maintain confidentiality of sensitive and privileged information.
Prepare and deliver written and oral presentations.
Train and provide work direction and guidance to others.
Communicate effectively both orally and in writing.
Prepare and maintain a variety of records, reports, and files.
Prioritize and schedule work.
Operate a variety of office equipment including a computer and assigned software.
Operate a two-way radio.

Education:

Equivalent to high school graduation, supplemented by college-level coursework in education, psychology, counseling, child development or a related field.

Experience:

Three (3) years of experience working with at-risk adolescents or young adults in a structured environment or community-based organization, including some experience in a lead or supervisory role.

OR

Three (3) years of experience as a Campus Staff Assistant with the Long Beach Unified School District.

Campus Staff Assistant Supervisor

Any other combination of education, training, and experience, which demonstrates that the applicant is likely to possess the required skills, knowledge or abilities, may be considered.

SPECIAL REQUIREMENTS

Positions in this classification require the use of a personal automobile and the possession of a valid California Class C driver's license.

An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

In accordance with Education Code 38001.5, a certificate of completion of a school security guard training course must be provided at the time of application.

Incumbents may be required to work adjustable schedules including evenings and weekend assignments.

Incumbents in this classification must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification.

WORKING ENVIRONMENT

Indoor and outdoor campus environment.
Seasonal heat and cold or adverse weather conditions.
Contact with dissatisfied or abusive individuals.
Driving a vehicle to conduct work.
Occasional evening or varied hours.

PHYSICAL DEMANDS

Hearing and speaking to exchange information in person and on the telephone.
Seeing to monitor activities and read a variety of materials.
Dexterity of hands and fingers to operate a computer keyboard.
Sitting, standing, and walking for extended periods of time.
Bending at the waist, kneeling, or crouching to move supplies and equipment.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 05/30/2024