

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: CAMPUS MONITOR/YOUTH ADVOCATE

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES :

Under the supervision of the site administrator to ensure schools safety, by supporting a positive school climate, monitoring the school campus and adjacent property to ensure school security and pupil safety while classes and activities are being conducted; to assist in ensuring the observance of rules, regulations and procedures by students and others; to supervise pupils on campus and at school activities; and to perform related duties as assigned.

REPRESENTATIVE DUTIES:

Refers students to appropriate administrator in cases of flagrant or repeated violations of school regulations, and assists teachers when requested in responding to situations involving pupils

Ensures persons entering school grounds are authorized to enter; reports presence of unauthorized persons to campus to ensure they are properly authorized

Maintains positive and effective working relationships with local law enforcement agencies and representatives

As directed by school principal or designee, intervenes appropriately in situations likely to result in disruption or injury and sets appropriate consequences for pupil conduct

Makes immediate on-site investigations of crimes or offenses by collecting evidence and identifying witnesses

Prepares and maintains a variety of required state and local incident and statistical reports

HAZARDS:

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

Approved by the Personnel Commission August 12, 2010

Revised September 9, 2010

Revised: July 9, 2014

Revised: September 10, 2014

Sheila Lopez, Director
Classified Personnel Services

September 10, 2014

Date