

BUENA PARK SCHOOL DISTRICT

CAMPUS ATTENDANT (Short-Term through May 27, 2021)

DEFINITION:

Under the supervision of the school principal, attends to common or shared areas on campus to provide supplemental custodial support in servicing and cleaning assigned school buildings and adjacent areas; assists in directing designated student traffic patterns during passing periods and monitoring student access to common areas, such as restrooms and school office; assists with the coordination and distribution of student meals. This is a short-term assignment and an itinerant position; daily assignment between the school locations may change as needed. The position shall serve for less than 75% of the current school year and will end by May 27, 2021, or earlier depending the ongoing needs of the district.

Responsibilities:

- Provides support with cleaning and sanitizing of common areas and classrooms, as needed;
- Cleans and sanitizes common outdoor equipment, as needed (i.e.; benches, picnic tables);
- Maintains high standards of sanitation and safety consistent with district practices;
- Maintains logs to document the regular sanitizing of common areas;
- Assists in keeping common work areas in an orderly, clean, and properly sanitized condition;
- Assists with the coordination and distribution of student grab-and-go meals;
- Inventory cleaning and sanitizing supplies for use in classroom and common areas, informing custodian of the need to replace supplies;
- Assists with setting up and taking down of equipment for authorized outdoor instruction or assemblies;
- Assists with student temperature checks;
- Escorts students to main office or health office, as needed;
- Provides direction to students with regards to student traffic patterns to and from class;
- Guides students in adherence of social distancing outside of the classroom;
- Participates in workshops and in-service as required;
- Establishes and maintains effective working relationships with others;
- Performs other work as assigned.

Skills Knowledge and Abilities:

- Ability to establish and maintain good working relationships with staff, parents and children;
- Basic knowledge of child behavior;
- Ability to follow oral and written instructions;
- Ability to communicate effectively with administration, staff, students, and parents;
- Ability to maintain schedules for cleaning of all facilities assigned;
- Must be physically fit to lead and participate in a variety of vigorous activities;
- Ability to see and hear conditions relating to the safety of self and others;
- Ability to speak in an indoor and outdoor setting well enough to project voice throughout classroom, hallways, and common outdoor spaces;
- Strength to lift/carry equipment/supplies up to 40 pounds;
- Must have adequate body movement or mobility to stoop, bend, reach and climb;
- Ability to work in a teaming situation;
- Stand and walk for entire shift.

EXPERIENCE:

One year of paid or volunteer experience working with children and/or adolescents.

EDUCATION:

Equivalent to the completion of the twelfth grade.

This short-term job shall be compensated at the rate of \$16.00 per hour during the 2020-21 school year.