



CAMPUS AIDE

ORGANIZATION SUMMARY

Our mission is to prepare Los Angeles students for success in college, career, and life. Working through a network of high-performing, community-based schools and a portfolio of programs that reach students throughout LA County, the LA Promise Fund creates vibrant community hubs and partnerships that foster motivated, engaged, and directed students poised for academic, professional, and personal success.

The LA Promise Fund is a unique hybrid, operating programs in partnership with Los Angeles Unified School District at two traditional, comprehensive high schools and a middle school, as well as high profile, far-reaching programs and engagement opportunities available to students and teachers across Los Angeles County. LA Promise Fund opened its charter middle school in the fall of 2016 and its charter high school in the fall of 2017. This structure allows for both high touch, intensive supports on school sites, inside and outside of the traditional district system, while also serving students through high profile, innovative programs that are available to students countywide.

To learn more about LA Promise Fund visit www.lapromisefund.org. To learn more about LA Promise Charter Middle School #1 visit www.lapcms.org.

POSITION SUMMARY

The job of the Campus Aide is to assist in maintaining standards of student discipline and ensuring the observance of rules and procedures by students and others on the school campus; modeling appropriate behaviors and interactions with students and staff. Employees in this classification will receive a variety of assignments including classroom support, lunchroom, playground, etc. **Must be available to work 7:30-9:30 a.m. and/or 11 a.m.- 1 p.m.**

The middle school will grow by one grade each year until it reaches full capacity (6th to 8th grade, each class approximately 145 students). This is a small comprehensive college prep focused middle school.

RESPONSIBILITIES AND DUTIES

Under the supervision of the Principal, the ideal candidate will ensure student safety by:

- Patrols school corridors, rest rooms, assembly and athletic facilities, and other campus locations in order to observe student behavior and prevent violations or unsafe activities.
- Report all threats to health and safety, and incidents of misbehavior to the proper school authority.
- Ensure that school property is secure and locked when appropriate.
- Respond to all alarms, security situations, breaches, maintenance problems, and fire and building hazards. Document all events previously listed.
- May direct students and others and take action, as necessary, to prevent injury to persons or damage to property.
- May work with groups authorized to be on the campus before and after school and keep the campus free of unauthorized persons.
- May assist school administrators in contacting parents regarding students with behavioral problems and in discussing campus security with parent and community groups.
- May assist a certificated employee in supervising students during field trips and special events.
- Provide safety escorts for student, staff, faculty and guests when requested.
- Direct campus visitors to the appropriate parties and prevent unlawful loitering.
- May assist a certificated employee in counseling individual students or groups of students or in assisting student clubs.
- May deliver, set up, lay out, or collect equipment and other materials.
- Assist local law enforcement and other emergency response staff as requested.
- Complete all documentation and reports as established by school site personnel.
- Assist with minor discipline issues.
- Other duties as assigned

CANDIDATE REQUIREMENTS

Education and Experience

- High School Diploma required; 2 or 4-year degree preferred
- Strong organizational skills with the ability to create and maintain accurate records
- DOJ Fingerprint Clearance
- TB Clearance
- Hold current CPR & First Aid Certification or willing to complete course within first 30 days of employment.
- Demonstrated success working with students from educationally underserved areas.

Knowledge, Skills and Abilities

- Exceptional relationship building skills and the ability to communicate clearly to multiple stakeholders
- A strong belief that all students can succeed

- A do-whatever-it takes attitude including a willingness to work occasionally on the weekend or in the evening
- Passionate about improving public education to help all children reach their dreams
- An exceptional ability to respond well to feedback and implement it immediately
- A strong ethical base and self-awareness
- Knowledge of safety rules and procedures to be observed by students
- Ability to supervise and direct students in a friendly, unemotional manner.
- Knowledge of adolescent development and problems
- Vocabulary and usage of terms common to youth in the area served by the school
- React quickly and appropriately in emergencies
- Operate two-way radio equipment
- Knowledge of applicable municipal and state codes as related to school campuses and student conduct.
- Knowledge of laws pertaining to juveniles.
- Knowledge of controlled substances and their effect upon behavior.
- Knowledge of customs and activities indicative of undesirable youth groups.
- Knowledge of principles of organization and administration including procedures, systems and equipment.
- Knowledge of and competency with MS Office products such as MS Word, Excel and Outlook.
- Ability to interpret and enforce rules and regulations according to varying situations.
- Ability to write complete and concise reports.
- Ability to handle a variety of tasks and set priorities among them for timely completion.
- Ability to perform well under pressure.
- Ability to resolve matters with discretion and diplomacy.
- Ability to exercise discretion in the dissemination of information.
- School security experience is preferred but relevant experience in these other fields of security may be considered: government security, industrial security, military, or law enforcement.
- Bilingual Spanish preferred

COMPENSATION

Salary range: \$14/hr, up to 20 hours a week

Salary commensurate with qualifications, experience, and education. Excellent, full benefits package.

HOW TO APPLY

E-mail your cover letter and resume to careers@lapromisefund.org.