

LAPromise

Charter High School #1

School Culture 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, LA Promise Fund creates vibrant community hubs and partnerships that foster motivated, engaged, and directed students poised for academic, professional, and personal success.

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 operating two charter schools in South LA. Further amplifying its impact, LA Promise Fund runs high profile, far-reaching programs and engagement opportunities available to students and teachers across Los Angeles County.

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

POSITION SUMMARY

The School Culture Aide will 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., always encouraging positive student behavior through the PBIS structure adopted by the school. The School Culture Aide will serve as a positive role model for learners.

RESPONSIBILITIES AND DUTIES

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

- Monitors individual and/or groups of students in a variety of settings (e.g. restrooms, playgrounds, hallways, bus loading zones, cafeteria, assemblies, field trips, etc.) for the purpose of maintaining a safe and positive learning environment
- Reports all threats to health and safety, and incidents of misbehavior to the proper school authority
- Ensures that school property is secure and locked when appropriate

- Responds to all alarms, security situations, breaches, maintenance problems, and fire and building hazards. Documents all events previously listed
- Responds to emergency situations (e.g. injured students, fights, etc.) for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution
- May direct students and others and act, 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
- Supports a school culture consistent with the school's principles and mission
- May assist a certificated employee in supervising students during field trips and special events
- Provides safety escorts for student, staff, faculty and guests when requested
- Directs campus visitors to the appropriate parties and prevents 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
- Assists local law enforcement and other emergency response staff as requested
- Completes all documentation, reports, and logs as established by school site personnel
- Models conversation, manners, clean-up activities, listening, and everyday interactions for the purpose of demonstrating appropriate social behavior in a culturally sensitive manner
- Attends meetings and in-service presentations as assigned for the purpose of acquiring and/or conveying information relative to job functions
- Maintains confidentiality regarding all aspects of his/her work with children and other staff
- Assist with minor discipline issues
- Other duties as assigned

CANDIDATE REQUIREMENTS

Education and Experience

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

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 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: \$16/hr

Hours: 20 hours a week

HOW TO APPLY

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