

Lyons Township High School District 204
Position Description

Position: Student Assistant
Department: Assistant Principal Office
Reports To: Student Assistant Coordinator and Assistant Principals

Summary

Ensuring that student activities and student conduct enhance student development according to approved policies, rules, and regulations. The position involves exercising supervisory control of a general nature.

A. Education and/or Experience

- High school graduate or equivalent.
- Knowledge of security and good rapport with young adults is necessary.

B. Essential Duties and Responsibilities

- Maintains order and protects students in all areas, in and around the school campus.
- Staffs the welcome desk at front entrance, identifies building visitors, and assists/directs them to the proper offices.
- Assists students with problems and refers them to appropriate school personnel.
- Delivers slips/passes and escorts students to Assistant Principals' Office.
- Assist students with locker problems.
- Chaperone/supervise participants and visitors of athletic events, dances, plays, concerts, Saturday detention, and other co-curricular activities. It is a requirement of this position to work mandatory hours, outside of the regular work day, at co-curricular events. These events include, but are not limited to; processing, Homecoming, Thanksgiving basketball tournament, Pack- the-Place, King of Hearts, prom, and graduation.
- Work cooperatively with the Nurse's Office and AP's Office staff.
- Monitors school property to protect against vandalism, theft, and unsafe conditions. Report all occurrences to appropriate personnel using incident report forms.
- Be visible and moving especially during passing periods when not assigned to specific location.
- Monitor student truancy and tardiness by checking each student found in the hallway during class time for a pass. Students in hallways or entering/leaving the building without legitimate documentation shall be escorted to the Assistant Principals' office.
- Check washrooms on regular basis for smoking, graffiti, damage, etc. as well as checking staircases, halls, lockers, locks, exit doors, etc.
- Remove unauthorized and outdated posters.
- Encourage students to arrive to class on time.
- Assist students with disabilities as directed.
- Monitor student dress to ensure it conforms to the dress code written in the student handbook. Escort violators to the Assistant Principals' Office.
- Confiscate electronic devices used during the school day (7:45 – 2:59) and bring to the Main Office. These devices include but are not limited to: headphones, pagers, cell phones, I-Pods, etc.
- Sign in and out daily, check binder for information about day's activities.
- Classrooms without teachers are to be reported to the Main Office. The Student Assistant is to supervise the class until teacher or substitute is located.
- Student Assistants are to stay at assigned stations until relieved.
- Performs other duties as assigned by Lead Student Assistant Coordinator and/or Assistant Principals' Office.

C. Supervisory Responsibilities

- Supervises student and visitor activities.

D. Qualification Requirements

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- **Language Skill**
 - Ability to read and interpret documents, ability to write routine reports and correspondence, and the ability to communicate effectively with students, parents, administrators, staff, and visitors.
- **Mathematical Skill**
 - Ability to add, subtracts, multiply, and divide.
- **Reasoning Ability**
 - Apply common sense understanding to carry out instructions given in written or oral form. Identify and address problem situations.
 - React quickly and appropriately to stressful situations.
- **Other Skills and Abilities**
 - Interact appropriately with high school students, parents, staff, and visitors.
 - Meet deadlines with severe time constraints.
 - Perform duties with awareness of all District requirements and Board of Education policies.
- **Physical Demands**
 - The physical demands described here are representative of those that must be met by an employee to successfully perform his/her essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 - While performing the duties of this job the employee is required to stand and walk for a majority of the work day and be exposed to a variety of noise levels. The employee must occasionally lift and/or move up to 40 pounds, such as lock cutter, parking signs, etc. The employee will also be exposed to all weather conditions.

E. Work Environment

- District owned/issued clothing and equipment is to be worn at and only for district responsibilities.
- Personal electronic devices are not to be used during scheduled work hours except during breaks and lunch. These devices include, but are not limited to, cell phones, pagers, walkmans, cameras, and I-pods.

F. Training

- Student Assistants employees are required to attend all training provided by the District.

G. Welcome Desk Responsibilities

- Screen visitors and direct them to the appropriate offices.
- Visitors are to sign in and receive a visitor sticker.
- Those assigned to the welcome desk must wait until he/she is relieved before leaving the desk. The student assistant who is relieving the welcome desk should arrive no later than five minutes after he/she is due and no earlier than five minutes. Only during emergencies and personnel shortages should the welcome desk be unoccupied.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Revised: August 22, 2006