

Ravenswood City School District

Position Description

CLASS TITLE: Campus Relations Coordinator

Job Purpose Statement:

Under the direct supervision of the principal, or designee, the Campus Relations Coordinator serves to assist the site administrator and may be assigned to work with students and staff within a broad framework of standard school policies and procedures. The Campus Relations Coordinator will exercise responsibility, initiative and sound judgment in carrying out daily work assignments.

Essential Job Functions

- Assist with supervision of students on the campus grounds, as well as in the classroom.
- Coordinate the conflict resolution program.
- Monitor student behavior and discipline, assist with in-house suspension and make contact with parents, as needed.
- Assist with student activities and programs.
- Assist in the operation of special class programs for selected students who may be in need of a more structured environment than that of the regular classroom.
- Display leadership and positive human relations skills in his/her relationship with staff, students and parents.
- Assist in ordering, securing and delivering supplies and materials for the assigned classroom program.
- Maintain a master schedule/calendar reflecting weekly work assignments.
- Confer as needed with parents and/or staff regarding student progress and areas where improvement is needed.
- Participate in the staff meetings, activities, in service, etc.
- Perform other specialized and related duties as required.

Knowledge, Abilities and/or Physical Requirements:

- **KNOWLEDGE OF:** Behavior matrix and Positive Behavioral Intervention and Supports (PBIS). Diverse academic, socio-economic, cultural, ethnic, and disability backgrounds of District students.
- **ABILITY TO:**
 - Relate to the needs of students and families of varying ethnic, cultural, educational, and socio-economic backgrounds.
 - Establish and maintain effective working relationships with others of diverse backgrounds, experience, and personalities, and work with diverse school sites and conditions in a manner that achieves District goals.

- Communicate effectively in English orally and in writing, and model communication skills using tact, patience, and courtesy to respond to the needs of team members and others.
 - Operate personal computer, related software, and other office equipment, and flexibly learn new applications and systems as needed.
 - Meet District standards of professional conduct as outlined in Board Policy.
- **PHYSICAL ABILITIES:** Seeing to perform activities. Hearing and speaking to exchange information. Dexterity of hands and fingers to operate a keyboard. Sitting and standing for extended periods of time. Walking, twisting, stooping, crouching, kneeling, bending over, grasping, reaching overhead, pushing, pulling and moving, lifting and/or carrying 0-50 pounds to waist height.

License, Certification, Bonding, and/or Testing Requirements:

- Valid California Driver's License.

Working Conditions:

- **ENVIRONMENT:** Classroom environment with some travel between District sites. Driving a vehicle to conduct work as assigned by the position.

Reports to:

- Principal

Work Year:

- 10 months

Salary Placement:

- CSEA Salary Schedule Range 22

Evaluation:

- Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of the Classified Personnel and the CSEA Contract.