

# CAJON VALLEY U

Mediate between students involved in conflicts; assist in reducing the number of incidents of bullying utilizing bilingual skills as required; monitor hallways during passing periods as needed.

Prepare and maintain records and reports related to student contacts, group meetings, child abuse, and others related to assigned activities; maintain the confidentiality of sensitive information.

Welcome new students and provide information (e.g., review school rules, District policies, dress codes) and other related matters with new and continuing students in English and in the designated second language.

Attend a variety of Student Success Team and other meetings and interpret during meetings in English and the designated second language as assigned; participate in other activities including promotions and assemblies.

Operate a variety of standard office equipment including a copier, telephone, computer, and assigned software; drive a vehicle to various sites to conduct work.

Provide office support and coverage as needed in other areas to support student behavior.

Administer first aid and CPR as required.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Techniques of providing support and guidance to students.

Modern office practices, procedures, and equipment.

Oral and written communication skills in English and a designated second language.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Policies and objectives of assigned programs and activities.

Problem-solving, intervention, and behavior management techniques.

Basic principles of child development and education.

Interpersonal skills using tact, patience, and courtesy.

Record-keeping and report preparation techniques.

Operation of a computer and assigned software.

District mission, vision, promises, and school objectives.

#### **ABILITY TO:**

Provide assistance and information to students in a variety of academic and related matters.

Motivate students to improve academic achievement, social skills, problem-solving, and conflict resolution abilities.

Communicate effectively both orally and in writing.

Translate oral and written communications between English and a designated second language.

Establish and maintain cooperative and effective working relationships with others.

Interpret, apply, and explain rules, regulations, policies, and procedures.

Respond appropriately in crisis situations.

Analyze situations accurately and adopt an effective course of action.

Maintain records and prepare reports.

