

Campus Support Personnel (CSP)

Job Description



Job Title:	Campus Support Personnel (CSP)	FLSA:	Nonexempt
Reports to:	Campus Principal	Pay Grade:	Clerical/Para 3
Dept./School:	Assigned Campus	Calendar Days:	187 / 216
		Revised:	8.21.2024

Primary Purpose

The Campus Support Personnel provides academic support to the campus, and serves in any educational or support position based on the priorities established by the campus administration. The CSP is not assigned to a specific class, but is called on to stand-in in the event of a teacher absence or need in another area of the school, to deliver instruction, encourage student progress, and manage the learning environment.

Qualifications

Education/Certification:

- High school diploma/GED, associate degree, or 48 college hours
- Bachelor degree preferred

Special Knowledge/Skills:

- Knowledge of core academic subject assigned
- Knowledge of curriculum and instruction
- Ability to instruct students and manage their behavior
- Strong organizational, communication, and interpersonal skills

Experience:

- Experience managing groups of students and providing instruction, or related work experience

Major Responsibilities and Duties

Instructional Strategies

1. Implement lesson plans and instructional activities provided by the absent teacher or designated staff
2. Use appropriate instructional and learning strategies, activities, materials, equipment, and technology that reflect understanding of the learning styles and needs of students assigned and present subject matter according to the lesson plans
3. Work cooperatively with teachers to modify curriculum for students as needed or noted in lesson plans

Student Growth and Development

4. Be a positive role model for students; support mission of campus and school district

Classroom Management and Organization

5. Submit attendance reports

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6. Implement a classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
7. Manage student behavior in accordance with the lesson plans, Student Code of Conduct, and student handbook.
8. Supervise students at all times
9. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities
10. Maintain a clean and orderly classroom and follow the classroom and school procedures as directed by the school
11. Leave notes at the end of the teaching day
12. Report any accidents or incidents

Communication

13. Communicate in a friendly and positive manner towards students, parents, staff, and administrators

Professional Growth and Development

14. Participate in training and activities to improve job-related skills
15. Comply with all state, district, and school regulations and policies for teachers

Other

16. Follow district safety protocols and emergency procedures

Supervisory Responsibilities

Direct the work of assigned instructional aide(s) if applicable.

Work Environment

Tools/Equipment Used: Personal computer and peripherals; standard instructional equipment; *[P.E. teachers: automated external defibrillator (AED)]*

Posture: Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking

Lifting: Regular light lifting and carrying (less than 15 pounds); may lift and move textbooks and classroom equipment

Environment: Work inside, may work outside; regular exposure to noise

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.