

ROCKLIN UNIFIED SCHOOL DISTRICT

JOB TITLE: Discipline Technician

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To perform a variety of discipline, security, and clerical functions in monitoring attendance, discipline, and supervision of students

SUPERVISOR: School Principal

TYPICAL DUTIES:

Assists with general supervision on a daily basis and at extracurricular events as assigned

Assists attendance clerk with attendance monitoring

Assists Assistant Principal with discipline monitoring/records

Supervises in-school suspension center and after school detention

Observes and monitors parking areas

Encourages students to behave in an acceptable manner

Watches for and reports vandalism, unauthorized behavior, and illegal activities

Uses appropriate technologies, including computer hardware, computer software and communication equipment

Understands school site operations and administrative procedures for confidentiality

Reports presence of unauthorized persons to the appropriate administrators

Communicates and interfaces with parent supported group, Parents on Campus

Attends meetings as requested

Performs other related duties as required

EMPLOYMENT STANDARDS:

Knowledge of principles and practices of safety

Knowledge of techniques and methods of student supervision

Ability to gain the trust and cooperation of students and to establish and maintain effective working relationships

Ability to resolve conflicts, disputes, and problems involving students in a fair and friendly way

Ability to identify potentially dangerous or illegal situations and make decisions regarding a safe and reasonable course of action

Ability to communicate effectively and tactfully in both oral and written form

Ability to understand and carry out oral and written instructions

Ability to learn and interpret school/District rules and policies and to apply them with good judgment in a variety of procedural situations

Ability to work accurately under pressure of deadlines

Knowledge of proper office methods and procedures including telephone techniques, filing systems and maintenance, and reporting functions

Knowledge of proper English usage, spelling, grammar, punctuation, and vocabulary

Ability to operate a variety of office equipment such as computer, printer, calculator, typewriter, copy machine, etc.

Ability to obtain a valid First Aid Certificate and administer First Aid in accordance with established District policy

Ability to establish and maintain effective work relationships with those contacted in the performance of required duties

Possession of a valid and appropriate California driver=s license

DESCRIPTION OF PHYSICAL REQUIREMENTS:

Medical Category I:

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking.
2. Work assignments are normally located in a work environment with light physical work and requires light physical effort.
3. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds.

Adopted: August 2, 1995

The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

**The Rocklin Unified School District
Maintains a tobacco-free, drug-free environment**