



Teaching • Understanding • Serving • Developing

Date Adopted:

Range: J

Classification: Classified

Job Description

Campus Supervisor

DEFINITION

Under general supervision of a District Administrator, to patrol and supervise assigned school campus areas to ensure a safe and orderly environment on the school campus; to maintain traffic control on campus and to assist in the enforcement of school rules.

EXAMPLES OF DUTIES – *Not all inclusive*

- Patrol and supervise assigned school campus areas, including hallways, playgrounds, classrooms, campus perimeter, restrooms, parking lots, eating areas before, during and after school to enforce school rules and traffic control with regard to safety and student behavior.
- Determine why students are out of class and the nature of their activities and direct or escort them as necessary.
- Monitor and greet visitors on the campus to ensure that they are properly authorized.
- Respond to rule infractions; report serious violations of school rules to school administrators; report suspicious or unauthorized activities and/or vehicles to school administrators.
- Check for and report actual and potential safety hazards to appropriate administrators.
- Administer first aid and CPR as authorized under current standard certification as necessary.
- Intervene and assist in situations likely to result in disruption or injury and direct students to refrain from such conduct.
- Supervise at school events that may occur after school hours.
- Make use of school's radio to maintain contact with school officials.
- Check the student, faculty and visitor parking lots to ensure proper parking requirements and maintain an awareness of vehicles arriving and leaving campus.
- Assist in maintaining traffic control on school property.
- Assist in supervising the loading and unloading of school buses, making sure that safe and cordial conduct is observed.
- May assist with monitoring students with in-school suspension and after school detention.
- May monitor students assigned to yard clean up detention.
- May deliver messages, passes, books and paperwork to teachers and students as necessary.
- Maintain records and files as necessary.
- Be recognized as campus supervisor by appropriately signed uniform.
- Perform related duties and responsibilities as assigned.

QUALIFICATIONS

Knowledge of:

- Basic techniques to motivate students and manage student behavior.
- Traffic control techniques and strategies.
- Techniques used in public relations.
- Mandated Reporting/CPS.
- Identification of students with substance abuse problems.
- Appropriate and effective approaches to discipline
- Computer programs and record keeping methods.

Ability to:

- Use discretion in all matters, including maintaining confidences.
- Recognize the limitations of authority granted to this position and to distinguish between minor and major offenses and to refer students to the principal as appropriate.
- Learn, interpret and enforce school and District rules, Regulations and policies regarding student attendance, behavior and discipline.
- Learn and perform principles and practices of first aid and CPR.
- Learn basic techniques of crisis intervention, crowd control, traffic control, and conflict resolution.
- Deal tactfully and effectively with students, staff, parents, and public.
- Respond appropriately in emergency situations.
- Establish and implement consistent, firm, and appropriate limits.
- Enlist the cooperation of students in the enforcement of rules and regulations.
- Work independently in the absence of supervision.
- Communicate clearly and concisely, both orally and in writing in English.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EDUCATION

- High school graduate or equivalent.
- Completion of School Security Officer Training (SB1626)

EXPERIENCE

- Two years experience working with and supervising adolescents.

PHYSICAL ABILITIES

- Stand in one area for an extended period of time.
- Stand and walk for extended periods of time.
- Ascend and descend steps and slopes.
- Visual ability to read handwritten or typed documents and instructions and vision which allows accurate observation from a distance.
- Ability to conduct verbal conversation in English.
- Hear and understand speech at normal levels.
- Communicate so others will clearly understand normal conversation.
- Communicate using the telephone and radio.
- Demonstrate manual dexterity to operate a computer keyboard, two-way radio and security alarm keypad.
- Push/pull, squat, turn, twist, bend, and stoop.
- Lift/carry 50 lbs.
- Reach in all directions.

CONDITIONS OF EMPLOYMENT

- Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice.
- Pre-placement medical examination
- California Class "C" drivers license
- Current First Aid/CPR certification

