

**CAMPUS SUPERVISOR – HIGH SCHOOL****OVERALL JOB PURPOSE STATEMENT**

Under the direction of an assigned supervisor, the job of Campus Supervisor – High School is done for the purposes of maintaining an orderly, safe and secure environment conducive to the purposes of public education within the site boundaries of a high school. Positions in this class are responsible for assuring student, visitor and public compliance with school and district rules and regulations, monitoring student behavior, determining the nature and severity of an incident, taking an appropriate course of action for successful resolution of incidents, and alerting site administrators when necessary to initiate timely intervention. They also report, document and retain information about activities, events and incidents.

**DISTINGUISHING CHARACTERISTICS**

This job is distinguished from similar jobs by the following characteristics: The Campus Supervisor - High School differs from similar classifications at a middle schools in part due to the age and developmental status of the students, the greater number of vehicles and variety in experience of drivers to monitor and control, and the greater number and variety of activities that occur daily.

**ESSENTIAL FUNCTIONS**

- Observes/monitors students and student behavior throughout the campus and in detention centers for the purpose of assuring compliance with school rules and maintaining orderly conduct of students.
- Enforces student, visitor and public compliance with District and school policies and rules regarding conduct and discipline for the purpose of maintaining a safe and orderly campus.
- Patrols/monitors grounds, parking lots, classroom areas, hallways, restrooms, etc. for the purpose of providing security for facilities and users.
- Evaluates/assesses incidents and situations occurring daily for the purpose of determining the nature and severity of an event and the appropriate course of action for successful resolution.
- Reports presence of unauthorized visitors and incidents involving students for the purpose of alerting site administrators and initiating appropriate and timely intervention as required.
- Prepares/maintains records, incident logs, and reports for the purpose of documenting and retaining information about activities, events of the day and major incidents.
- Escorts students (e.g. to detention, to the health office, for protection when crossing campus, etc.) and adults (to night school parking lot) for the purpose of ensuring delivery for disciplinary action, or providing security against possible attack or retaliation.
- Issues citations and warnings for the purpose of enforcing campus parking regulations.

- Directs traffic on campus for the purpose of facilitating safe access to parking facilities and exits during peak hours and for checking passes.
- Opens/closes gates, doors, access points for the purpose of maintaining security of facilities.
- Assists in the performance of other related duties as assigned for the purpose of accomplishing organizational goals.

**JOB REQUIREMENTS: MINIMUM QUALIFICATIONS****SKILLS, KNOWLEDGE AND ABILITIES**

**SKILLS** are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment such as radios, telephones, computers, a variety of camera equipment, golf carts, fire alarm systems, etc.; and preparing and maintaining accurate records.

**KNOWLEDGE** is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: methods of individual and group supervision; interests, attitudes and emotional development of the adolescents; health and safety regulations; District organization, operations, policies and objectives; oral and written communications skills; and applicable sections of State Education Code and other applicable laws.

**ABILITY** is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: interpreting and applying District and school rules and regulations related to acceptable student behavior; dealing effectively with individuals under the influence of drugs or alcohol, in possession of weapons and/or being verbally abusive; communicating effectively with student, teachers, administrators, law enforcement officers and the public; understanding and following oral and written directions; working cooperatively with others; working independently with little direction; establishing and maintaining effective working relationships with others; analyzing situations accurately and adopting an effective course of action; and working confidentially with discretion.

**RESPONSIBILITY**

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

**WORKING ENVIRONMENT**

The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 70% walking and 20% standing. The job is performed under minimal temperature variations, some hazardous conditions, and in varying atmospheric conditions.

**EXPERIENCE**

Job related experience is required.

**EDUCATION**

High School diploma or equivalent.

**REQUIRED TESTING**

Pre-employment Proficiency Test

**CERTIFICATES**

None Specified

**CONTINUING EDUCATION/TRAINING**

Campus Supervisor Training

**CLEARANCES**

Criminal Justice Fingerprint/Background Clearance; CPR/First Aid Certificate; TB Clearance