

CAMPUS SUPERVISOR

OVERALL JOB PURPOSE STATEMENT

Under the direction of an assigned supervisor, the Campus Supervisor maintains an orderly, safe and secure environment within the site boundaries of a 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 appropriate course of action for successful resolution of incidents, and alerting site administrators according to established procedures and policies. Campus Supervisors may also document information about activities, events and incidents as requested by their assigned supervisor.

ESSENTIAL FUNCTIONS

- Observes and monitors students and student behavior throughout the campus and in detention centers throughout the school day .
- Enforces student, visitor and public compliance with District and school policies and rules regarding conduct and discipline; observes and reports unusual, suspicious or criminal activities; monitors individuals suspected of illegal or prohibited activities and uses established procedures to direct those individuals to remain in place or proceed to an alternate area until assistance arrives.
- Patrols and monitors campus grounds, lunch areas, walkways, gates, parking lots, classroom areas, hallways, restrooms, and adjacent areas .
- Communicates verbal warnings for unauthorized parking; may issue written warnings and parking citations.
- Evaluates and assesses incidents and situations and takes appropriate course of action based on the nature and severity of an event.
- Reports presence of unauthorized visitors and incidents involving students to site administrators.
- As required by assigned supervisor, may prepare and maintain 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, to the administration office, or classroom when there is a behavior issue, illness, disability, or emergency situation. During peak hours (i.e., morning drop-off, lunch and breaks, afternoon pick-up) may direct traffic on campus to ensure safety of both pedestrians and motorists.
- Checks student passes to ensure student is authorized to leave campus.
- Opens and closes gates, doors, and access points to maintain security of facilities.
- Observes health and safety regulations.
- Administers first aid and CPR as needed in emergency situations.
- Learns to operate and use a two-way radio, basic computer applications (i.e. email), golf cart and other assigned equipment as needed.
- Assists in the performance of other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

SKILLS, KNOWLEDGE AND ABILITIES

CAMPUS SUPERVISOR

squatting/crouching, climbing/balancing, kneeling, pushing/pulling, and fingering/fine manipulation

Occasionally/Frequently

twisting back, neck flexion/rotation, handling/simple grasping, either standing and walking (if patrolling is on foot) or sitting, reaching at or below shoulder, power/firm grasping, operating hand and foot controls (if patrolling by cart)

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to hear traffic signals/alarms, two-way radio, communicate with students, staff, parents and the public, operate vehicles safely. Vision ability to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

Ability to safely operate a golf cart, walk on uneven ground, and work at heights (bleachers). Exposure to dust, gas, fumes, extremes in temperature and humidity, and student illness if escorting to the health center. Potential exposure to biohazard materials such as physical harm, blood and saliva, e.g. when breaking up a fight or stopping other inappropriate behavior.

EDUCATION AND EXPERIENCE

Any combination of training and experience (paid or volunteer) that demonstrates the knowledge, skills and abilities to perform the typical duties. A typical way to obtain the knowledge, skills and abilities would be graduation from high school or recognized equivalent and six months experience working with groups of children, ideally adolescents. Coursework and/or experience in the practices, techniques and application of security monitoring and enforcement, adolescent behavior and behavior modification techniques, and/ or student supervision is highly desirable.

REQUIRED TESTING

Pre-employment Proficiency Test

CERTIFICATES

Valid First Aid and Adult CPR

CONTINUING EDUCATION/TRAINING

Campus Supervisor training such as Crisis Prevention Training (CPI), school lock-down procedures, and other ongoing job-related training as needed.

CLEARANCES

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.