# **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

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**KNOWLEDGE** is required to perform basic math, read a variety of manuals, write documents following prescribed formats, present information to others. Knowledge of methods of individual and group supervision, interests, attitudes and emotional development of adolescents, and potential safety and security issues that could occur on school grounds (such as bullying, fighting, drugs, unauthorized people on school premises, etc.) is required. Must know what to look for and monitor to ensure the safety and security of the school. Must be knowledgeable about health and safety regulations, District organization, operations, policies and objectives, and applicable sections of State Education Code and other applicable laws.

**SKILLS** are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Skill is required to operate equipment such as radios, telephones, and other electronic devices and to use computer applications such as email. May need skills to safely operate a golf cart. Clerical, writing and basic computer skills may be needed to prepare and maintain accurate records.

**ABILITY** is required to: perform activities within a given schedule, prioritize work load effectively, demonstrate effective interpersonal skills such as tact and diplomacy, communicate with diverse individuals and groups (students, staff, administrators, parents, police and the public), make independent decisions and use sound judgment, work as part of a team, assess a situation and take appropriate action, recognize and deal effectively with individuals under the influence of drugs, alcohol, possession of weapons, or who are being physically or verbally abusive, maintain confidentiality and exercise discretion, establish and maintain appropriate and effective relationships with others.

# RESPONSIBILITY

Responsibilities include: working under direct supervision using standardized routines, leading, guiding, and/or coordinating others, and operating within a defined budget. Use 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 functions require the following physical demands:

Physical Demands Frequency Definitions Based on an 8-Hour Day: Never = 0% Seldom = 1-10% (<45 minutes) Occasionally = 11-33% (up to 3 hours) Frequently = 34-66% (up to 6 hours) Continuously = 67-100% (more than 6 hours)

Seldom

lifting and carrying more than 50 pounds with assistance at waist height up to 10 feet (emergency situation where a student may need to be lifted and carried); sitting, reaching above shoulder, stooping/bending,

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	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.