

PERSONNEL

CAMPUS SUPERVISOR **Salary Schedule 5, Range 7.0**

DEFINITION

Under the direction of the Principal or designee, the Campus Supervisor will patrol and supervise campus activities to assure the safety and security of students, staff, and visitors.

EXAMPLE OF DUTIES

1. Patrol and supervise the campus, ensuring students are safe, orderly and within supervised areas. Monitor all areas of campus as assigned.
2. Enforce school and District rules, regulations and procedures; report unusual, suspicious or criminal activities, prevent or break up student conflicts and fights.
3. Implement Positive Behavioral Interventions and Supports when working with students, by teaching and enforcing school site expectations and positive reinforcement systems.
4. Monitor student behavior and activity outside of the classroom during passing periods, breaks, lunchtime, and afterschool. Ensure that students are in their assigned areas or have the appropriate pass to be out of the classroom.
5. Confer with students, administrators, faculty and staff concerning student behavior; report incidents involving students and the public to the appropriate staff or administrator.
6. Escort and direct authorized visitors to desired locations, provide general information and assistance; assure non-student on campus are authorized visitors; escort unauthorized visitors off campus; locate and escort students to and from school offices as needed.
7. Provide general information, assistance and guidance to students, visitors and others; respond to inquiries and concerns.
8. Operate and respond to calls on two-way radio.
9. Provide supervision during sports events, dances, and other special activities as assigned.
10. Maintain routine records related to assigned activities; prepare incident and disciplinary reports as needed.
11. Maintain traffic control in parking lots as assigned.
12. May be required to support bus drivers on daily bus routes.
13. Other duties as assigned that support the overall objective of the position.

DESIRABLE QUALIFICATIONS

Ability to:

1. Patrol and supervise campus activities to assure the safety and security of students, staff, and visitors in non-classroom activities
2. Communicate clearly and efficiently in both written and oral formats
3. Work effectively with parents/guardians, families, and staff
4. Assure student compliance with school and District rules and procedures
5. Learn, interpret, apply and explain rules, policies, and regulations
6. Establish and maintain cooperative and effective working relationships with others
7. Quickly determine appropriate action, within school and District guidelines, during high stress situations

Knowledge of:

1. Word processing, spreadsheet software, data processing
2. Proper methods of individual and group supervision
3. Oral and written communication skills
4. Interpersonal skills using tact, patience, and courtesy
5. Positive Behavior and Intervention Supports
6. De-escalation techniques

EXPERIENCE:

1-3 years of experience in providing student and/or group supervision; working with youth in an organized setting; experience working with students in an educational environment is highly desirable.

EDUCATION:

High School Diploma; AA degree desirable

Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements:

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|---------------|------------------------|------------------|------------------------|
| 1. Seldom | = Less than 25 percent | 3. Often | = 51-75 percent |
| 2. Occasional | = 25-50 percent | 4. Very Frequent | = 76 percent and above |

- 1 a. Ability to lift 50 pounds
- 2 b. Ability to carry 20 pounds
- 2 c. Ability to use dominant hand repeatedly
- 1 d. Ability to work at a desk
- 2 e. Ability to use both hands repeatedly
- 3 f. Ability to reach in all directions
- 1 g. Ability to sit for extended periods of time
- 4 h. Ability to bend and twist, stoop, kneel, push and pull
- 3 i. Ability to see for the purpose of reading printed matter
- 4 j. Ability to hear and understand speech at normal levels
- 4 k. Ability to communicate so others will be able to clearly understand a normal conversation

Adopted: May 10, 2022

Revised: July 26, 2022