I. Position Title

Campus Supervisor II

II. Position Description

Under general supervision of a designated administrator, to patrol, check, oversee, faculty and student parking lots, school entrances and exits, student locker areas, and other designated campus areas to promote and maintain order and security; monitor and maintain school rules and regulations for student conduct, safety and welfare; may monitor an On Campus Detention facility; and does related work as may be required.

Positions in this class monitor and oversee the school and student interactions and report to the administration any violations based upon school disciplinary procedures and district policies regarding maintenance of a safe and orderly school environment.

III. Example of Duties/Responsibilities

A. May monitor the students assigned to the On Campus Detention facility, including maintaining a safe and orderly environment within the facility-E
B. Enforce school disciplinary procedures-E
C. Check and oversee students using automobile parking lots during, before and after school hours to ensure safe and orderly use of the facilities-E
D. Patrol, check and supervise faculty and student parking lot areas, locked bicycle areas, student locker areas and other campus locations to reduce vandalism, assist students and generally ensure that school rules and regulations are observed-E
E. Patrol campus and maintain high level of visibility-E
F. Check on students who may not have proper authorization to be out of classes and to prevent loitering on campus by unauthorized persons-E
G. Direct and guide students when injured or ill-E
H. Escort students to and from classroom to offices and other locations as requested by certificated personnel-E
I. Open and close security gates and generally lock and secure various buildings and other school areas requiring security-E
J. Inquire into violations of school referrals as required
K. Testify or appear at expulsion hearings or other hearings as required by school administration-E
L. Develop positive relationships with students as a means of problem solving-E
M. Take appropriate action to prevent or report confrontations-E
N. May supervise extracurricular activities including, but not limited to, athletic events, field trips and dances
O. Perform related duties as assigned

(E) Essential

IV. Minimum Qualifications

Knowledge of:
• School discipline plan, rules and regulations, School Philosophy, goals and objectives for achieving positive student relations
• Child abuse identification and reporting procedures
• Awareness and identification of drug/alcohol abuse and gang related activities, behavior or attire
• Adolescent behavior and variations
• School community and the community socioeconomic status and attitudes

Ability to:
• Develop effective relationships with young people
• Provide a positive role model of adult behavior
• Maintain a positive attitude towards students
• Effectively work with students displaying negative behaviors
• Work effectively with staff and students
• Follow written and oral directions
• Properly enforce school policies and procedures
• Establish and follow regular schedules for supervision and patrol
• Deter undesirable activities of students by personal presence
• Cope with negative and abusive attitudes
• Report situations and behavior accurately

Education and Experience
• Education: Graduation from high school or equivalent
• Experience: Previous experience working with young people is desirable

License
• A standard Red Cross First Aid Certificate and a Cardiopulmonary Resuscitation Certificate (CPR) are desirable, but may be obtained within thirty (30) calendar days after employment at the employee’s expense.

Working Conditions
Environment
• Inside/outside school campus environment
• Subject to adverse weather conditions
• Subject to school campus student noise

Physical Abilities
• Ability to see to monitor students
• Gripping/grasping of radio
• Climbing, twisting, bending at the waist
• Stooping, kneeling
• Reaching overhead and horizontally
• Standing and walking for extended periods of time
• Walking over rough or uneven surfaces
• Hearing and speaking to exchange information
• Pushing and pulling

Hazards
• Exposure to bodily fluids
• Exposure to exhaust fumes
• Exposure to children with special needs

Revised
3/99/am