



For the future of every student

CLASS TITLE: CAMPUS SUPERVISOR

BASIC FUNCTION:

Under the direction of an assigned supervisor, patrol and supervise campus activities to assure the safety and security of students, staff and visitors in non-classroom activities; investigate incidents and assure student compliance with school and District rules and procedures

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Patrol and supervise campus, assuring students are safe, orderly, secure and within supervised areas; monitor lunch areas, walkways, restrooms, parking lots, grounds, locker rooms, hallways and adjacent areas; assure safety and security of staff, campus property and the public.

Enforce school and District rules, regulations and procedures; respond to complaints from students, teachers, parents and others; investigate and report unusual, suspicious or criminal activities; prevent or break up student conflicts and fights; assist with searches as required.

Monitor student behavior and activity during passing periods, breaks, lunchtime and after school; assure students arrive to class in a timely manner; assure students have proper permission slips outside of classrooms during instruction periods.

Confer with students, administrators, faculty and staff concerning student behavior and assigned activities; interview students, staff and others concerning incidents; report incidents involving students and the public to appropriate staff or administrator.

Escort and direct authorized visitors to desired destinations; provide general information and assistance; assure non-students on campus are authorized visitors; escort unauthorized visitors off campus; locate and escort students to and from administrative offices as needed.

Monitor campus for illegal activity; investigate and report instances of graffiti and vandalism; provide information to and assist law enforcement agencies with legal matters involving students.

Provide general information, assistance and guidance to students, visitors and others; respond to inquiries and concerns.

Operate and respond to calls on two-way radio; Utilize a bicycle and electric cart to patrol campus as assigned.

Provide security during sports events, dances or other special events and activities as assigned.

Maintain routine records related to assigned activities; prepare incident and disciplinary reports as needed; issue student detention slips as directed.

Lock and unlock doors and gates as appropriate; assist students with opening lockers as needed.

Maintain traffic control in parking lots as assigned.

Participate in a variety of other assigned activities such as monitoring students in classrooms, providing back-up health office coverage, and issuing attendance and tardy slips.

Other duties as assigned that support the overall objective of the position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Proper methods of individual and group supervision.
Basic interests, attitudes and emotional development of adolescents.
Oral and written communication skills.
Health and safety regulations.
Interpersonal skills using tact, patience and courtesy.
Basic record-keeping techniques.

ABILITY TO:

Patrol and supervise campus activities to assure the safety and security of students, staff and visitors in non-classroom activities.
Assure student compliance with school and District rules and procedures.
Investigate occurrences of property damage and suspicious or criminal activity.
Learn, interpret, apply and explain rules, policies and regulations.
Prevent or break up student conflicts and fights.
Establish and maintain cooperative and effective working relationships with others.
Understand and follow oral and written instructions.
Determine appropriate action within clearly defined guidelines.
Communicate effectively both orally and in writing.
Observe health and safety regulations.
Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination of education, training, and/or experience equivalent to graduation from high school or equivalent, and one-year experience providing security services and/or experience working with youth in an organized setting; experience working with students in an educational environment highly desirable.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.
Seasonal heat and cold or adverse weather conditions.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Standing and walking for extended periods of time.
Seeing to monitor student activities.
Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate equipment.
Physical agility and stamina.
Running.

HAZARDS:

Potential physical hazards involved in intervening in fights and other anti-social, illegal and violent behavior.

Contact with dissatisfied or abusive individuals.

Approved by Personnel Commission: 06/18/2008
Revised: 02/17/2021