

CAMPUS SUPERVISOR

Purpose Statement

The job of Campus Supervisor was established for the purpose/s of providing for the safety and welfare of students while on school grounds; monitoring personnel and/or visitors; communicating information in response to inquires; and enforcing the school and District rules and regulations pertaining to student academic behavior and drug prevention.

This job reports to Building Administrative Team and Director of Student Support Services

Essential Functions

- Assigns discipline to students (e.g. minor discipline up to weapons violations, etc.) for the purpose of ensuring students, who break the rules, are given appropriate punishment and/or acting as an advocate for the student.
- Attends classes (e.g. first aid, CPR, search and seizure, fibulator, etc.) for the purpose of keeping current on new information and remaining certified.
- Attends meetings (e.g. MDT meetings, court sessions, probation, diversion, etc.) for the purpose of gathering and dispensing information.
- Communicates district and/or school policies and enforcement procedures to students, personnel and visitors for the purpose of ensuring their understanding and the potential consequences of violation.
- Facilitates student programs as may be required (e.g. Crime Stoppers, etc.) for the purpose of providing staff leadership.
- Monitors students within a variety of school environments (e.g. school grounds, restroom, parking lot, halls, adjacent areas, etc.) for the purpose of ensuring student compliance to established regulations, providing mediation, and maintaining a safe and positive learning environment.
- Patrols school facilities (e.g. grounds, roads, buildings, adjacent areas, parking lots, etc.) for the purpose of providing administrative visibility, maintaining security, and deterring crime.
- Performs clerical functions (e.g. issues parking tickets, copying, filing, making calls, answering phones, etc.) for the purpose of supporting site administration.
- Prepares written materials (e.g. discipline referrals, student passes, incident and activity reports, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Provides traffic and parking control for the purpose of maintaining efficient traffic flow and use of parking lot/s.
- Refers incidents to appropriate site personnel for the purpose of ensuring follow-up in accordance with administrative guidelines.
- Responds to emergency situations (e.g. fights, injuries, incidents, suspicious activities, etc.) for the purpose of addressing immediate safety concerns.
- Supervises detentions and work service (e.g. lunch, after school, etc.) for the purpose of ensuring students serve their assigned time and complete their assigned duties.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment including software; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: health standards and hazards; safety practices and procedures.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; interacting positively with students; maintaining confidentiality; working as part of a team; setting priorities; and working with frequent interruptions.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often 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's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 10% sitting, 60% walking, and 30% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience with increasing levels of responsibility is desired.

Education Targeted job related education that meets organization's prerequisite requirements.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

- CPI (Crisis Prevention Intervention) Certificate within 30 days of hire
- CPR/AED First Aid Certificate within 30 days of hire
- Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 49

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____