

CAMPUS SUPERVISOR

DEFINITION

Under general supervision, patrols a large high school campus for the purpose of discouraging improper behavior and apprehending non-student/student violators of state laws and District policies; controls traffic and parking; and perform related duties as required.

LICENSE REQUIRED

Possession of a valid and appropriate California driver's license.

Possession of a valid Red Cross Standard First Aid certificate.

Possession of a valid Red Cross Standard Cardiopulmonary Resuscitation certificate

Security Guard card is desirable

EXAMPLES OF DUTIES

Patrols on foot and/or in a vehicle a school campus, parking lot and its vicinity before, after, and during school hours; questions students and campus visitors suspected of violating rules and regulations. *E*

Discusses problems of student misconduct and how to prevent impending problems with teachers and parents. *E*

Assists the administrators and staff of a large high school in supervising and controlling student behavior in all areas. *E*

Stops and questions students and campus visitors suspected of violating rules and regulations. *E*

Prevents students from leaving campus without appropriate permits or authorizations. *E*

Supervises bus stops and bus loading. *E*

Monitors athletic events, locker rooms, and student gatherings. *E*

Directs traffic flow; issues parking citations for violations of vehicle code. *E*

Responds to emergency situations, and takes appropriate action in accordance with established guidelines; provides basic first aid services as necessary. *E*

Performs a variety of routine clerical work involving recordkeeping, telephone and preparing reports. *E*

EXAMPLES OF DUTIES

Attempts to prevent or break up fights and disturbances; obtains names of those students guilty of violating rules and regulations and reports violations to administrators.

Performs safety maintenance duties such as putting locks in lockers, replacing lockers, and general campus cleaning. *E*

Answers questions pertaining to rules and regulations and other matters concerning school procedures and practices. *E*

Performs related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Policies, rules, and regulations concerning campus control and appropriate student behavior;
2. Effective practices for maintaining campus control, security, and appropriate student behavior;
3. School district organization;
4. California law: penal, health and safety, education and motor vehicle code;
5. Basic first aid, CPR and blood borne pathogens;
6. Modern office equipment and procedures;
7. English usage, spelling, grammar, and punctuation; and
8. General principles of law enforcement.

Ability to:

1. Read, understand, and apply a large volume and variety of penal codes, health and safety policies, rules, and regulations;
2. Analyze situations and perform effectively and assertively in situations requiring tact, diplomacy, and good judgment;
3. Maintain confidentiality, remember facts, information, and people;
4. Perform routine clerical work;
5. Provide basic first aid and CPR;
6. Direct traffic;
7. Act quickly and with mature judgment;
8. Physically cover the areas of responsibility under varying weather conditions;
9. Operate a vehicle observing legal and defensive driving practices;
10. Communicate effectively in oral and written language;
11. Understand and carry out oral and written instructions;
12. Establish and maintain effective relationships with those contacted in the course of work; and
13. Maintain work pace appropriate to given workload.

TRAINING AND EXPERIENCE

Education equivalent to completion of the 12th grade. Experience of one year or recent paid work with adolescents or young adults as a teacher assistant, counselor assistant, correctional officer or similar employment or some equivalent combination of education and experience in community or public safety services. Some positions must take prescribed training under the State Education Code.

WORKING CONDITIONS

Environment:

Outdoor environment; subject to possible fights and confrontations; driving a vehicle to conduct work.

Physical Abilities:

Walking and standing for extended periods of time; running; hearing and speaking to exchange information in person or on a two-way radio; seeing to monitor student activities; bending at the waist; and lifting, carrying, and pushing objects weighing up to 50 pounds.

Hazards:

Exposure to adverse weather conditions; potential physical hazards involved in intervening in anti-social, illegal, and violent behavior.

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