

SUPERVISION AIDE

CLASS SUMMARY

Under general supervision, maintains order among high school students in building or on campus and nearby off-campus public and private properties; assists in preventing disturbances or property damage; and performs related duties as required.

EXAMPLES OF DUTIES

Maintains order by patrolling parking lots and general campus areas on foot, overseeing cafeteria and lunch areas, checking restrooms, and monitoring study hall and buildings. *E*

Monitors nearby public and private properties near campus to prevent loitering, littering or disturbances. *E*

Supervises bus stops and bus loading. *E*

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

Prevents unauthorized leaving of the campus by checking IDs. *E*

Maintains friendly relations with students. *E*

Attempts to prevent or break up fights and disturbances; reports troublemakers or habitual violators. *E*

Assists in preventing smoking, graffiti or damage to buildings or campus facilities. *E*

Assists students and teachers. *E*

Supervises student monitors as assigned. *E*

Performs related work as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. School objectives;
2. Teenage behavior and variation; and
3. Campus rules and regulations.

EXPERIENCE

Good general background and training equivalent to completion of 12th grade; some demonstrated experience in public contact work, preferably with teenagers.

WORKING CONDITIONS

Environment:

Indoor and outdoor environment.

Physical Activities:

Standing for extended periods of time; seeing to monitor student campus activity; running; walking; and hearing and speaking to exchange information.

Hazards:

Adverse weather conditions and potential physical hazards involved in intervening in anti-social, illegal, and violent behavior.

Revised: 7/76