

HIGH SCHOOL CAMPUS SUPERVISOR

DEFINITION

Under general supervision, to supervise and monitor the campus and parking area; perform a variety of security related activities and do related work as required.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Supervises patrols and monitors the assigned high school campus, restrooms and parking areas; issues detention notices for tardy students.
2. Discourages vandalism; takes pictures of and removes graffiti.
3. Removes disruptive students from classroom.
4. Develops rapport with students.
5. Uses positive reinforcement strategies and other appropriate techniques to assist students in the development of appropriate behavior and an appreciation of human diversity.
6. Reports violations of school rules or illegal actions to administrators when appropriate.
7. Monitors the perimeter of the campus to encourage students' consideration of private property near the campus and to discourage non-students from loitering or entering the campus.
8. Maintains order, security and control of the campus and parking areas.
9. Uses good judgment regarding appropriate action to assist an injured or physically ill student.
10. Encourages a clean campus environment.
11. Verifies student passes for excused absences.
12. Distributes messages and referrals to students.
13. May issue readmit slips.
14. May supervise detention hall and center for special instruction.
15. May contact law enforcement personnel as authorized by school administrators.
16. May distribute student parking permits.
17. Assists with bus loading and unloading of students.
18. Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

Safety rules and regulations pertaining to the assigned high school campus; adolescent behavior; behavior shaping and modification strategies and techniques; rules and regulations concerning campus control, security and appropriate student behavior; record keeping techniques; safe control and monitoring methods and procedures.

Ability to:

Enforce campus security, control, rules and regulations; maintain a positive attitude toward adolescents; maintain knowledge of current issues and trends circulating on campus; endure physical stress; maintain composure under stressful situations; perform effectively and assertively in situations requiring tact, diplomacy and good judgment; move quickly about the entire campus; operate a hand held two-way radio; communicate effectively in oral and written form, particularly with adolescent students; appreciate human diversity; understand and carry out oral and written instructions; establish and maintain cooperative working relationships; comply with the District's customer service standards, as outlined in Board policy.

Education/Experience:

Any combination equivalent to: Completion of the twelfth grade and one year of experience working with youths in an organized setting.

License/Certificate Requirement:

Possession of a valid California Driver's License.

Certificate of Completion for SB 1626 – Campus Security Training (for campus supervisors who work more than 20 hours per week)

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed while patrolling and monitoring a high school campus.

Physical: Primary functions require sufficient physical ability and mobility to stand, walk or drive a golf car on a high school campus in various weather conditions; to climb stairs; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination ; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.