

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission

CLASS TITLE: Campus Supervisor

BASIC FUNCTION: Under the general supervision of the school principal or his/her designee, patrol a middle school/senior high school campus in order to ensure school security and student safety; assist in the enforcement of student attendance rules; report misuse of facilities, vandalism, and other unauthorized activities; act as a first responder; and provide student supervision and other related duties as assigned.

REPRESENTATIVE DUTIES:

1. Patrol and monitor an assigned District school campus and/or property to maintain order, safety and security; monitor lunch areas, walkways, restrooms, parking lots, athletic/performance facilities, and adjacent areas; provide protective services to persons and property by monitoring and patrolling the school campus to prevent altercations or campus disorders and disruptions including vandalism, thefts and illegal activities; identify and prevent situational conflicts between student groups and individuals according to established guidelines and intervene as necessary.
2. Assure student compliance with school and District policies and regulations; advise students regarding school rules and disciplinary policy to correct negative behaviors on campus; advise students of consequences of violation of rules; report inappropriate behavior and/or violations to school administrators.
3. Utilize and respond to calls on a two-way radio to communicate with school office and other security personnel; drive a vehicle to conduct work as assigned.
4. Unlock and lock gates, doors, lockers and school facilities as directed.
5. Attempt to prevent or break up fights and disturbances; obtain names of those students guilty of violating rules and regulations and report violations to school administrators.
6. Check for and report actual and potential safety hazards to the appropriate administrators.
7. Locate and report students involved in smoking, drug, or alcohol violations.
8. Refer parking violations to the school office.
9. Communicate with local law enforcement officials when necessary.
10. Supervise the campus beautification program, as needed.
11. Maintain positive relationships with students, parents, staff and community; communicate with students and staff to provide and receive information regarding school activities.
12. Supervise students during special or after school events; assure student safety during school site construction projects, as needed.
13. May collaborate with staff in conducting welfare checks, residency verifications, home visits and providing guidance to students, as needed.
14. Respond to other District facilities and provide safety support as requested.
15. Direct traffic in the school parking lot, especially during drop-off and pick-up times for students and parents. Assist in the crosswalk duties in front of the school to stop vehicles so that students can enter and exit campus.

16. Perform light custodial duties as assigned and assist with setup and take down for school events.
17. Perform all other related duties as assigned.

KNOWLEDGES AND ABILITIES:

KNOWLEDGE OF:

1. Student guidance principles and practices.
2. Approved procedures and techniques involved in supervising and disciplining students.
3. Interpersonal relations skills using tact, patience, and courtesy.
4. Record-keeping techniques.
5. School policies and procedures.
6. Security patrol tactics.
7. Basic methods of individual and group supervision.
8. Health and safety regulation, including basic first aid, CPR, AED, and blood borne pathogens.
9. California law: penal, health and safety, education and motor vehicle code.

ABILITY TO:

1. Communicate effectively with students, staff, and public.
2. Patrol and monitor an assigned campus to maintain order and security.
3. Assure student compliance with school and District policies and regulations.
4. Perform duties with patience, tact, and good judgment and within established guidelines.
5. Identify campus violations and inappropriate behavior.
6. Understand and carry out oral and written instruction.
7. Print and write legibly.
8. Read, interpret, and follow rules regulations, policies, and procedures.
9. Work confidentially with discretion.
10. Understand the needs of students of a variety of ages and interests.
11. Supervise and discipline students according to approved policies and procedures.
12. Learn the procedures, functions, and limitations of assigned duties.

EDUCATION AND EXPERIENCE:

Graduation from high school and experience working with youth in an organized setting.

LICENSES AND OTHER REQUIREMENTS:

1. It is required that all Campus Supervisors complete the Security Officer Training course pursuant to California Education Code 38001.5 and 72330.5. The successful completion of this training must occur within the first six months of employment. The required training will be offered at District expense.
2. Valid California Driver's License.
3. Valid First Aid Certificate issued by the American Red Cross is desirable.

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; walking or running on uneven surfaces; climbing stairs; hearing and speaking to exchange information in person or on a two-way radio; specific vision abilities to monitor student behavior and assigned campus areas including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus; 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.

SALARY RANGE: 41

ADOPTED BY PERSONNEL COMMISSION: February 14, 2018

ADOPTED BY BOARD OF EDUCATION: March 13, 2018