



District of Scholars, Achievers, Champions

CAMPUS SUPERVISOR

Revision Date: 01.13.10

BRIEF DESCRIPTION OF POSITION:

Under the direct supervision of the Assistant Principal and the assistance of the Lead Campus Supervisor, assists in campus supervision activities, enforces school rules and procedures and maintains a safe and orderly environment for students.

STATEMENT OF TYPICAL DUTIES:

- a. Assists in campus supervision activities. *E*
- b. Enforces school rules and procedures *E*
- c. Maintains a safe and orderly environment for students. *E*
- d. Encourages students to get to their classes on time. *E*
- e. Assists in reporting campus safety and security problems to administration. *E*
- f. Provides supervision and maintains order in designated area(s). *E*
- g. Attends campus supervision meetings as directed by the Assistant Principal. *E*
- h. Assists in identifying-activity which may be gang and drug related. *E*
- i. Assists with supervision of extracurricular activities. *E*
- j. May assist in unlocking & securing classrooms and gates. *E*
- k. Performs other related tasks and assumes responsibilities as may be assigned by proper authority. *E*

KNOWLEDGE AND ABILITIES:

Knowledge of:

- District disciplinary rules and procedures
- Safety procedures and practices
- Substance abuse
- Gang related activity
- Crisis prevention/intervention skills

Ability to:

- Observe and report unsafe conditions
- Use physical restraint if necessary
- Understand and follow verbal and written direction
- Meet schedules and time lines
- Communicate effectively with others
- Establish and maintain cooperative and effective working relationships with others.
- Attends staff development related to campus security.
- Serves as liaison with police department.
- Operate hand held radio or two-way communication device in a professional manner.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above; security experience, preferably in a school environment, is desirable.

PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach horizontally and vertically; lift heavy objects; stand, walk for prolonged periods; see to read; use hands and fingers to operate tools and equipment; speak clearly; and hear well enough to communicate effectively to perform all tasks.

WORKING CONDITIONS:

Work includes indoor and outdoor environment; includes various weather conditions.