

## LIVE OAK SCHOOL DISTRICT

## POSITION DESCRIPTION

---

Position: Athletic Director  
Department: Shoreline Middle School  
Reports to: Site Principal  
Salary: \$10,000 per year

---

### **SUMMARY:**

Under the direct supervision of the school site principal and/or designated administrator, provides personnel, equipment and real property security for faculty, staff, students, visitors and community groups on the Shoreline Campus. Provides basic public assistance, enforces rules and regulations, performs routine security and public safety patrol duties, works closely with the Athletic Director and assists with after school sports.

### **NATURE AND SCOPE:**

Work is performed under the general supervision of the site principal in collaboration with the Director of Facilities & Transportation. Position provides campus supervision of students at Shoreline Middle School on school days. Position works closely with the Shoreline Middle School Athletic Director as an assistant as-needed during and after school sports. Position provides fill in work related to grounds/maintenance and custodial operations for special projects. This position needs to work independently in a self-directed environment.

### **DISTINGUISHING CHARACTERISTICS:**

This is a non represented position and not within the collective bargaining unit. Knowledgeable of appropriate communication techniques and school security, campus supervision and safety procedures.

### **ESSENTIAL TYPE OF DUTIES:**

- Patrols the general area around and in buildings, rest rooms and lockers before, during and after school; checks the parking lots to ensure proper parking requirements; maintains an awareness of all vehicles arriving to and leaving from the campus
- Checks students that are out of class for appropriate passes and observes and deals with any locker room thefts, smoking on campus, vandalism and litter; reports any students in violation of school rules to the appropriate administrator or counselor; compiles, will re-enforce positive student behavior using student attendance data, communicating with students, parents, and teachers as appropriate; maintains responsibility for student detention system, keeping computer cumulative records of student detention assignments and monitoring detention absences on a daily basis; reports all detention students and their detention absences to the appropriate administrator or counselor on a periodic basis;
- Secures Shoreline after night classes and sets alarms in the absence of the evening administrator and night custodian; maintains responsibility for facility keys during the evening hours as necessary; intervenes in penal and education code violations; assist SRO as needed; assists administrators in maintaining security of school property from theft and vandalism; removes and escorts disruptive students and/or trespassers; administers first aid and CPR
- Patrols and conducts inspections of Shoreline, parking lots and grounds, as assigned, to ensure personal, building and equipment security.

- Informs and warns violators of rule infractions, such as smoking, alcohol, skateboarding.
- Watches for and reports irregularities, such as facility and safety hazards, and emergency situations; contacts emergency responders such as police, fire, and/or ambulance personnel as required.
- Check community groups for Use Permits during non school hours.
- Take action to correct and repair unsafe conditions; perform repair and clean up tasks as needed.
- Provide fill in work on grounds/maintenance/custodial projects as needed.
- Provide campus supervision and related duties at the middle school for lunch periods, during and after school activities as needed.
- Attends scheduled safety meetings and safety programs. May perform first aid or emergency assistance.

### **QUALIFICATIONS:**

#### **Licenses and Certificates**

- Valid California Driver's License
- Two or more years of working with adolescence
- High School Diploma or GED
- Valid First Aid and CPR certificate
- Fingerprint and T.B. clearance

#### **Knowledge and Skills:**

- Ability to work with students and adults in maintaining order on the campus: understand and apply rules, regulations, procedures and policies
- Ability to detect problems and report information to appropriate personnel.
- Ability to complete routine paperwork and reports.
- Ability to successfully conduct campus patrols without direct supervision.
- Ability to communicate effectively, both orally and in writing.
- Strong interpersonal skills, flexibility and customer service orientation.
- Ability to operate a motor vehicle
- Ability to provide facility set up/clean, general repair tasks, and fill in on grounds/maintenance and custodial projects.

#### **Physical Abilities:**

- Ability to work with students and adults in maintaining order on the campus, understand and apply rules, regulations, procedures and policies
- Ability to stand, walk, and manipulate (lift, carry, move) up to 50 pounds on a frequent basis, and 90 pounds on an occasional basis.
- May climb ladders, stoop, kneel crouch.
- Requires sufficient hand eye coordination, hand finger dexterity including the ability to grasp, and visual acuity to operate equipment and read technical and safety information.

#### **Work Hours:**

- Weekends may be required for this position. 40 hours per week including evening hours and Saturday hours as assigned.

#### **Vacation and Sick Days:**

- This position has 10 Sick Days and 12 Paid Vacation Days in-lieu of time off.

Campus Supervisor

Board Approved: 6/24/03

Campus Supervisor