

CAMPUS SUPERVISOR

DEFINITION

Under the direction of a site administrator, assists in maintaining security in a school setting; ensure student compliance with school and District policies and regulations.

EXAMPLES OF DUTIES

Maintain security of school buildings, grounds, facilities and other campus sites; enforce school and District rules, regulations and policies for the safety and security of students, staff and property according to established procedures; patrol campus perimeter, lunch areas, hallways, walkways, classrooms, restrooms and parking lots; listen and take work direction and guidance from site administrator or other designated personnel; assists in maintaining security of campus; escort students to office for disciplinary action as needed; report unusual activities or unauthorized visitors to site administrator; observe students during passing periods between classes; assure timely return of students to class; check student identification cards, hall and lunch passes of students; escort or refer students without proper passes or identification to the office; observe student behavior to assure compliance with school rules; prepare and maintain simple records related to student referrals as required; may assist in supervising and maintaining security during school bus loading and unloading, athletic events, student recreational activities and other activities; assist visitors with campus orientation and directions; perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Basic methods of individual and group supervision;
- Basic interests, attitudes and emotional development of the adolescent;
- Approved procedures and techniques involved in supervising and communicating with students;
- Health and safety regulations;
- District organization, operations, policies and objectives;
- Oral and written communications skills;
- Applicable sections of the State Education Code and other applicable laws;
- Interpersonal skills using tact, patience and courtesy.

Ability to:

Assist in controlling the behavior and activities of students in a variety of situations;  
Learn, explain and apply District and school rules and regulations related to acceptable student behavior;  
Communicate effectively with students, teachers, administrators and the general public;  
Understand and follow oral and written instructions;  
Work independently with little direction;  
Read, interpret, apply and explain rules, regulations, policies and procedures;  
Establish and maintain cooperative and effective working relationships with others;  
Perform simple and repetitive tasks.

Training and Experience:

Any combination equivalent to graduation from high school. At least six months of experience working with students in a school setting in a supervisory or security capacity. Additional, security training is desirable as is experience working with middle or high school students.