

## **Campus Supervisor**

### **Purpose Statement**

The job of Campus Supervisor is done for the purpose/s of assisting with the safety, security and monitoring of the building assigned, greeting and directing visitors, responding to inquiries from staff, the public, parents, students, etc. by providing requested information and/or referral to other parties; and, when time permits, providing general clerical support.

This job reports to the building Principal or designated Assistant Principal.

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### **Essential Functions**

- Addresses concerns outside the building (e.g. parking in restricted areas, improper parking, students in the parking lot during class time, etc.) for the purpose of maintaining a safe environment.
- Addresses concerns in the building (e.g. propped open doors, students in the hallway instead of in class) that compromise building security or student safety for the purpose of maintaining a safe environment.
- Answers telephone system for the purpose of screening calls, transferring calls, responding to inquiries and/or taking messages.
- Assists with hallway patrols, door checks, parking lot checks, and other security procedures for the purpose of securing the building as well as surrounding outside areas.
- Contacts and questions non-approved visitors in the building in accordance to building security procedures for the purpose of facilitating a safe school environment.
- Escorts students and visitors to appropriate locations as needed for the purpose of maintaining the overall safety of the building.
- Greets individuals entering the building (e.g. visitors, parents, students, vendors, etc.) for the purpose of responding to inquiries; and/or directing individuals to appropriate location in accordance with established building security procedures.
- Maintains building information (e.g. use schedules, staff directories, emergency contacts, etc.) for the purpose of providing reference information.
- Makes referrals involving student misconduct or student issues to the appropriate administrator or professional staff for the purpose of ensuring essential care of student needs and concerns.
- Monitors and is the First Contact person for Fire, tornado and emergency alarms (e.g. duress button to contact police silently, etc.) for the purpose of maintaining a safe environment.
- Participates in all required training for the purpose of acquiring and maintaining skills necessary for the position.
- Performs general clerical functions (e.g. scheduling, copying, faxing, data entry, filing, etc.) for the purpose of supporting office operations.
- Receives a variety of items (e.g. mail, special deliveries, packages, supplies, etc.) for the purpose of distributing materials to appropriate parties.
- Responds to student conflicts in the hallway or classroom for the purpose of distributing materials to appropriate parties.

- Supervises and facilitates student travel, student pass times, and outside parking lots for the purpose of monitoring student behavior and ensuring safety rules are enforced both inside and outside the building.

### **Other Functions**

- Distributes items within the site (e.g. special delivery and overnight mail/packages, messages, etc.) for the purpose of ensuring receipt to addressee.
- Maintains reception area materials (e.g. newsletters, event calendars, etc.) for the purpose of providing resource information to visitors and staff members.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; enforcing safety practices; monitoring for compliance to safety practices; preparing and maintaining accurate records; operating standard office equipment; utilizing pertinent software applications; customer service; screening telephone calls; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: school safety and security practices and procedures; de-escalating and conflict resolution strategies; business telephone etiquette; office application software; office practices; security system practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; adapting to changing priorities; working with frequent interruptions; communicating with diverse groups; displaying tact and courtesy; dealing with frequent interruptions; diffuse argumentative behavior; and working as part of a team.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity.

Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations.

Experience Job related experience is desired.

Education High school diploma or equivalent.

Equivalency

Required Testing

Functional Capacity Assessment

Certificates

Missouri Substitute Certificate

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Range

III - Specialized