OROVILLE UNION HIGH SCHOOL DISTRICT

Job Description

JOB TITLE: CAMPUS SUPERVISOR I-II

SALARY LEVEL:	13 - 15	DIVISION:	Classified
DEPARTMENT:	Attendance	LOCATION:	School Site
REPORTS TO	Principal or Designee		
APPROVED BY:	Board of Trustees	DATE:	**5/5/99; Resolution No. 249-99**

DEFINITION: Under general supervision, to patrol and supervise assigned school campus areas to ensure a safe and orderly environment on the school campus; and to assist in the enforcement of school rules.

SUMMARY: To supervise the activities of students on campus and in surrounding areas. To enforce school rules and regulations. To assist in attendance procedures and to perform security and related work involving the protection of persons and property, truancy prevention, crowd control, investigations and community relations.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other related duties may be assigned.*

- Detain and question students who are out of class to determine the nature of their activities.
- Question visitors to the campus to make sure they are properly authorized.
- Checks and clears student absences and posts occurrences to records and perform other attendance functions as needed.
- Patrol and supervise assigned school campus areas, including classrooms, campus perimeter, restrooms, parking lots and eating areas to enforce school rules with regard to safety and student behavior.
- Investigate complaints; respond to rule infractions; report serious violations of school rules to school administrators; report suspicious or unauthorized activities to school administrators.
- Confers with and assists students, parents, school officials and employees necessary regarding violations.
- Enforces applicable laws, rules and policies, may administer first aid, open and close safety/security gates, and assist law enforcement as needed.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATIONS AND/OR EXPERIENCE: Any combination equivalent to graduation from high school and at least one year of experience in security, truancy or related work. Supplemental course works in sociology, psychology or related field desirable. Knowledge of the principles and practices of security work including, patrol, investigation, custody, identification and the knowledge of federal, state and local laws, rules or policies pertaining to schools, safety, absenteeism and security traffic safety and crowd control is desirable.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating laws operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before small groups of students or employees of organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent, and to interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS:
California Driver's License (required by the first day of service).
PC 832 Laws of Arrest (required to be level II).
11550 Health and Safety – exam of drug users (required to be level II).
Post School Peace Officers PC 832.2 (desirable).
Basic First Aid training.

OTHER SKILL AND ABILITIES: Ability to judge situations and people accurately and think and act judiciously under diverse conditions. Ability to communicate effectively with parents, youth, and school personnel. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and board policies.

PHYSICAL DEMANDS: The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently is required to sit, stand, walk, stoop kneel, crouch, squat, twist and lift fifty (50) pounds. Exposure to outdoor and violent or abusive behavior.