

CAMPUS SUPERVISOR

DEFINITION

Under general supervision, supervise, monitor, and control a secondary school campus and parking areas; provide security as appropriate; and do other related work as required.

ESSENTIAL FUNCTIONS

Perform campus and parking lot control and monitor functions and activities; check student violations such as class cuts, alcohol and tobacco usage, fireworks, weapons, theft, truancy, fights, gang rumbles, and counsel students regarding behavior; monitor and direct student activities in hallways, restrooms and in areas adjacent to school buildings, including parking lot; control, monitor, and direct unauthorized persons on the campus and in parking lot areas; assist and direct campus visitors to authorized parking areas and appropriate offices; inspect, review and monitor campus and parking areas to insure against inappropriate behavior, and to report potential safety hazards and vandalism; assist police with car damage and break-ins; counsel and advise students and others regarding violations of rules and regulations; supervise students on detention; prepare behavior reports for student violations; may contact appropriate law enforcement agencies to maintain the security and control of campus and parking areas; may prepare vandalism, property damage, theft and behavior reports; identify gang members, graffiti, symbols, and gang slogans necessary to identify gang activity in and around campus; assist ill students or students experiencing difficulty by escorting them to the health office or appropriate administrative office; supervise bus loading/unloading zones; provide campus clean-up/custodial duties as time permits.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Behavior modification strategies and techniques;

Legal mandates, traffic laws and regulations, basic school law, policies, rules, and regulations concerning campus control, security, and appropriate student behavior;

Crowd control procedures and the detection and identification of dangerous drugs, improper substances, and gang activity;

Safe campus supervision methods and procedures.

Ability to:

Perform effectively and efficiently in situations requiring tact, diplomacy, and good judgment;

Enforce campus rules and regulations;

Communicate effectively in oral and written form, particularly with adolescent students;

Understand and carry out oral and written directions;

Establish and maintain effective working relationships with those contacted in the course of work;

Relate effectively with racially and ethnically diverse staff, students, and community.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade, supplemented by training or coursework in crowd control, behavior modification techniques, or closely related fields.

Experience:

One year of experience working with adolescent age students performing supervision and crowd control services.

REQUIRED LICENSES AND/OR CERTIFICATES

If driving a vehicle is required in the course of work, operator must possess a valid and appropriate California driver's license and qualify for insurability with the District's insurance carrier.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Moderate work, lifting or pushing objects weighing up to 100 pounds.

Working Conditions:

Working regularly in variable weather conditions. Long periods of standing and/or walking.

Pre-placement Physical: Class I

01/00