



# Romoland School District

## JOB DESCRIPTION

### CAMPUS SUPERVISOR

#### **Job Summary:**

Under general supervision of a designated administrator, performs the task of patrolling a school campus and immediate adjacent areas; monitors student release policy, plant security, visitors' activities, student detention, parking and traffic control; discourages inappropriate student behavior; maintains appropriate student records and files; and performs related work as required.

#### **Essential Job Functions:**

- Observe and control student behavior when students are not under direct guidance of a teacher, including but not limited to playgrounds, classrooms, campus perimeter, restrooms, parking lots, and eating areas during before/after school activities, lunches and as assigned other school activity times
- Instruct students in proper, safe, and lawful campus behavior
- Observe, control and report violations of law, school rules, and damage to school property
- Maintain records and files, as necessary
- Check and screen non-student visitors on campus
- Escort students to and from classrooms and the office as required; deliver messages, passes, books and paperwork to teachers and students as necessary
- Check for and report potential safety hazards or suspicious/unauthorized activities to school administration
- Administer first aid and CPR as authorized under current standard certification as necessary

#### **Other Job Functions:**

- Assist administrators in contacting parents, law enforcement, other schools, or agencies to obtain or report information related to student attendance and behavior
- Supervise students assigned to perform school service

#### **Essential Job Requirements – Qualifications:**

Knowledge of:

- District and school rules, regulations and procedures
- Behavior modification strategies and techniques
- Crowd control and basic public relations
- Detection and identification of drugs and controlled substances
- Correct English usage, spelling, punctuation, and grammar

**Ability to:**

- Perform effectively and efficiently in situations requiring tact, diplomacy, and good judgment
- Understand and carry out oral and written directions
- Enforce campus rules and regulations
- Communicate effectively in oral and written form, including the completion of clear and concise reports
- Maintain cooperative working relationships with those contacted in the course of work
- Perform evening and weekend student supervision services

**Physical Requirements:**

The physical requirements below are necessary to perform the essential functions. Reasonable accommodation will be made to enable a person with a disability to perform these functions.

- Work environment is a typical school setting and the individual may be assigned to classrooms, outdoor school yard and grounds. Exposure to student and moderate loud campus noise, seasonal temperatures, dust and wind.
- Physical, mental, and emotional stamina to complete a work shift under sometimes stressful conditions, with frequent distractions and interruptions, and deal with angry/upset people in a calm and professional manner.
- Sufficient hand/eye coordination and manual dexterity to frequently grasp/manipulate materials, equipment and supplies.
- Understand and carry out oral and written directions.
- Walk, stand, bend, stoop and reach frequently.
- Squat, kneel, push, pull, or climb stairs infrequently.

Lift and carry items to ten pounds (occasionally), to 25 pounds (infrequently)

**Education and Experience Required:**

High school diploma or equivalent to the completion of twelfth grade. Previous experience working with students is preferred.

**Licenses, Certifications and Testing Required:**

- Fingerprint/criminal justice clearance
- Tuberculosis clearance
- Valid Driver's License

Classified Bargaining Unit