HAMILTON UNIFIED SCHOOL DISTRICT

Job Description

JOB TITLE: CAMPUS SUPERVISOR/CROSSING GUARD

SALARY RANGE: Range 7 DIVISION: Classified

DEPARTMENT: Site Administration LOCATION: Various District Sites

REPORTS TO: Site Principal WORK YEAR: School Days Only + 2 in-service days

APPROVED BY: Governing Board DATE: November 2021

SUMMARY: Under the direction of the site principal, the Campus Supervisor/Crossing Guard supervises, directs, and controls campus order of students, inside and outside of the classroom. Campus Supervisor/Crossing Guard will enforce safe and responsible school culture rules for students. Under the direction of the site Principal, the Campus Supervisor/Crossing Guard will supervise children walking to and from school as they cross streets, roads, or highways as needed.

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

- 1. Oversee and maintain supervision of all aspects of students on campus grounds.
- 2. Apply school rules fairly and equitably for all children.
- 3. Identify and report campus issues that may adversely impact campus safety and security.
- 4. Possess the ability to verbally or physically intervene in an altercation.
- 5. Direct and/or escort students to class and/or office.
- 6. Greet and refer visitors to the office.
- 7. Observe, mediate, and advise students who appear to be engaged in personal confrontation or conflict.
- 8. Demonstrate the ability to respond appropriately to emergency situations.
- 9. Attend meetings and in-service trainings as requested.
- 10. Make oral and/or written reports to the site supervisor as needed.
- 11. Perform other related duties as assigned.

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.

Knowledge of and/or ability to:

- 1. Understand and follow oral and written instructions.
- 2. Use tact, discretion, and courtesy at all times.
- 3. Establish and maintain effective working relationships with District staff, faculty, students, and others encountered in the course of work.
- 4. Understand school and traffic patterns.
- 5. Possess public relation skills.
- 6. Ability to work outdoors in inclement weather.
- 7. Ability to maintain a positive attitude when on school campus and when representing the District.
- 8. Ability to work cooperatively with students, teachers, and administrators.

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Ratified: 2021 Board Adopted: 2021 Revision: 9. Must possess flexibility and tolerance to work with students in a variety of situations.

EDUCATION AND/OR EXPERIENCE: High school diploma or General Educational Development (GED) equivalency certificate is required. Three months related experience and/or training or equivalent combination of education and experience is required.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to students, parents, and other employees.

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.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems in the workplace with some direction. Maintain cooperative working conditions with students, teachers, administrators, and co-workers.

CERTIFICATES AND LICENSES: Valid California Driver's License (required by the first day of service). First Aid Certificate preferred.

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 individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, reach with hands and arms, and stoop or kneel. The employee must occasionally lift and/or move fifty (50) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The use of sharp implements and dangerous equipment that when improperly used may cause injury or death are utilized while performing these job functions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is continuously interacting with public, staff, and students. The employee frequently will be required to meet multiple demands from several people. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate and it may occasionally be heavy. While performing the duties of this job, the employee, is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, extreme cold, extreme heat, and minor risk of electrical shock.