

## RIVERSIDE UNIFIED SCHOOL DISTRICT

### CLASS TITLE: CAMPUS SUPERVISOR (Range 18)

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, assist with the daily and special events security of an assigned school site; patrol and monitor an assigned campus to maintain order and safety; assure student compliance with school and District policies and regulations.

#### **REPRESENTATIVE DUTIES:**

Maintain security of school buildings, grounds and facilities; secure restrooms and other areas such as the teacher lounge; lock school grounds. *E*

Patrol and monitor campus lunch areas, hallways, walkways, classrooms, playgrounds, restrooms and parking lots; maintain order and safety of campus. *E*

Escort students to office for disciplinary action as needed; report unusual activities or unauthorized persons; assist and direct campus visitors to authorized parking areas and appropriate offices. *E*

Assist counselors/administration in identifying students with poor academic, attendance and behavior problems; assist in identifying problems and possible solutions as required. *E*

Enforce school and District rules, regulations and policies for the safety and security of students, staff and property according to established procedures. *E*

Observe students during passing periods between classes; assure timely return of students to class. *E*

Prevent illegal parking and loitering on school grounds; escort students and teachers to classrooms or automobiles as needed. *E*

Maintain positive relationship with the community; respond to neighborhood individuals or businesses calling to report problems. *E*

Report inappropriate student behavior and prepare necessary incident reports. *E*

Assist ill students or students experiencing difficulty by escorting them to the health office or appropriate administrative offices. *E*

Reinforce conflict management programs that are unique to the school site. *E*

Assist with discipline investigations as directed by the administrator. *E*

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Basic interests, attitudes and emotional development of adolescents.

Skills utilized to maintain positive relationships with students and adults.

Interpersonal skills using tact, patience and courtesy.

Health and safety regulations.

Policies, rules, and regulations concerning campus control, security, and appropriate students behavior.

Crowd control procedures and the detection and identification of dangerous drugs and improper substances.

Safe campus supervision methods and procedures.

**ABILITY TO:**

Patrol and monitor an assigned campus to maintain order and security at an assigned school site.

Enforce campus rules and regulations.

Assure student compliance with school and District policies and regulations.

Learn, interpret, apply and explain rules, regulations, policies and procedures.

Perform duties with patience, tact and good judgment and within established guidelines. Establish and maintain cooperative and effective working relationships with others. Observe situations and accurately determine an effective course of action.

Perform evening and weekend student supervision services.

Understand and carry out oral and written directions.

Establish and maintain cooperative working relationships.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and demonstrated ability to work effectively with school students.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:****ENVIRONMENT:**

Indoor and outdoor work environment.

Seasonal heat and cold or adverse weather conditions.

**PHYSICAL ABILITIES:**

Climbing stairs and ramps.

Walking or standing for extended periods of time.

Hearing and speaking to exchange information.

Manual dexterity of hands and fingers to break up fights.

Running.

Seeing to monitor student activities.

**HAZARDS:**

Exposure to verbal abuse and harassment, potential physical hazards involved in intervening in anti-social, illegal and violent behavior.

Possible fights and confrontations.