Excellence for all.

Job Title: Campus Supervision Assistant

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Basic Function:
Under the direction of a Principal and/or assigned designee, perform a variety of duties related to the supervision of children on assigned school grounds. Campus Supervisors are responsible for supervising play activities; enforcing school rules; settling pupil disputes; encouraging participation of all children in play activities; maintaining visibility to establish an earned and respected authority with students and compliance with school and District rules and procedures.

Distinguishing Characteristics:
This is an entry level position within the Pleasant Valley School District. Permanent employees within this classification are welcome to apply and test for future vacancies in classified positions, with appropriate seniority credits applied according to Merit Rules.

Representative Duties:
Essential Functions:

- Maintain District standards of excellent customer service and professional behavior in various and sometimes challenging situations.
- Access and monitor District email daily to receive important updates from school and District administration.
- Participate in staff development and in-service training programs as assigned.
- Model positive behavior and communication, promoting courtesy in all interactions.
- Observe and adapt to changes at the discretion of a supervisor.
- Monitor and supervise students in the hallways, eating areas, rest rooms, parking lots, bus loading zones and playground areas on campus; redirects inappropriate playground behavior and helps students resolve conflicts. Directs movement of individual or groups of students to and from the playground/lunch area and other various areas on campus.
- Conduct perimeter checks and monitoring of assigned quadrants and identify potential safety risks.
  Address minor disputes while encouraging appropriate conflict resolution techniques.
- Observe and anticipate student behavior to prevent potential conflicts.
- Alerts administration of any major incidents or concerns and completes or assists with incident reports as necessary.
- Circulate throughout designated campus areas during mealtime to help students observe and develop proper dining habits and resolve problems as needed.
- Seat and dismiss students from the lunch areas.
- Wipe tables and benches in all lunch areas.
- Maintain a-harmonious and pleasant atmosphere in the lunch areas.
- Assist as needed with campus beautification projects (i.e., light cleaning/wiping down of high touch surface areas, assisting with picking up trash, etc.)
- Issue approved equipment for use in lunchtime activities; maintain order in games and play activities.
- Open and close facilities for outdoor user groups. Escort and direct authorized visitors to destination; provide general information and assistance.
- Direct visitors to the office and ensure only authorized personnel are on school grounds. Immediately notify the site administrator of any suspicious person, activity or unsafe conditions on campus.
- Escort students as needed to and from designated locations on campus.
- Maintain traffic control in parking areas as assigned.
- Work with individual students to enhance positive behavior.

- Assist in fostering an environment that stimulates growth of desirable social, emotional and health habits.
- Provide supervision and/or direction at various school functions including, but not limited to, open house, school dances, etc.
- Assist office staff with light clerical duties such as filing, assembling packets, making copies, device distribution and intake, light record keeping, etc.
- Participate in staff development and in-service training programs as assigned.

Other Duties:
- Perform other duties as assigned.
- May be assigned out of class work as prescribed by Merit Rules and Regulations.

Knowledge and Abilities:
Knowledge of:
- District standards of excellent customer service, interpersonal skills using tact, patience, and courtesy.
- Student corrective action prevention techniques.
- Individual and group student needs, behaviors, and proper supervision methods.
- Sufficient oral and written communication skills to follow and administer instruction and prepare incident reports.
- Basic first aid techniques.
- School rules and regulations.

Ability to:
- Understand and follow oral and written directions.
- Establish and maintain effective and cooperative working relationships with others.
- Communicate respectfully and effectively with students, staff and the public.
- Learn and incorporate new skills, techniques and/or industry trends.
- Maintain regular and consistent attendance.
- Anticipate and analyze situations quickly and objectively and take appropriate action.
- Assure student compliance with school and District rules and procedures.
- Diffuse situations by maintaining a calm, authoritative presence.
- Assist in administering basic first aid.

Education/Experience: Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above and successful completion of the Merit examination process is required.

Licenses and other requirements: First aid and CPR training may be required prior to completion of probationary period.

Working Conditions:
Environment: Primarily outdoor environment. Seasonal heat, cold, wind or other adverse weather conditions.

Physical Demands: Seeing at a distance to observe children. Hear normal conversation. Walking and standing for extended periods. Bending at the waist, kneeling, or crouching to assist students as necessary. Physical agility and stamina.

Hazards: Exposure to physical activities, potential physical hazards involved in intervening in fights and temperature extremes.

Emergency Conditions: Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Salary Range: 109

Approved by the Personnel Commission: November 28, 2018
Personnel Commission Classification/Compensation Study Approved: July 12, 2023