

## **LAGUNA BEACH UNIFIED SCHOOL DISTRICT**

### **Job Description: Campus Supervisor**

#### **BASIC FUNCTION:**

Under general supervision of the site administrator, to supervise, monitor, and control a secondary school campus and parking areas; to assist in delivering supplies, moving furniture, and performing general campus cleanup.

#### **ESSENTIAL DUTIES:**

- Performs campus and parking lot control and monitoring functions and activities
- Monitors and directs student activities in hallways, restrooms, and in areas adjacent to the school buildings
- Controls, monitors, and directs unauthorized persons on the campus and in parking lot areas
- Assists and directs campus visitors to authorized parking areas and appropriate offices
- Inspects, reviews, and monitors campus and parking areas to ensure against inappropriate behaviors, and campus litter and to ameliorate potential safety hazards
- Assists in the maintenance of appropriate student behaviors
- Enforces the District and school regulations pertaining to student activities
- Counsels and advises students and others regarding violations of rules and regulations
- Performs a variety of behavior management and behavior shaping functions using positive behavior interventions and supports
- May contact appropriate law enforcement agencies in consultation with the site administrator to maintain the security and control of campus and parking areas
- May prepare vandalism, property damage, and theft reports
- Assists ill students or students experiencing difficulty by escorting them to the health office or appropriate administrative offices

#### **OTHER REPRESENTATIVE DUTIES:**

- Delivers supplies to various areas within the school; assists school personnel by moving furniture and various heavy objects
- Prepares required reports as necessary
- Participates in staff development activities and professional learning communities as appropriate
- Performs other related duties as assigned

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Knowledge of:**

- Behavior modification strategies and techniques
- Legal mandates, policies, rules, and regulations concerning campus control, security, and appropriate student behavior
- Crowd control procedures and the detection and identification of dangerous drugs and improper substances
- Positive behavior interventions and supports
- 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 cooperative working relationships

## **MINIMUM QUALIFICATIONS**

### **Experience:**

One year of experience working with adolescent-age students performing campus supervision and crowd control functions

### **Education:**

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

### **LICENSES AND OTHER REQUIREMENTS:**

Willingness to acquire valid CPR and First Aid certifications issued by an authorized agency.

### **Personal Qualities:**

- Independent worker
- Maturity and good judgment
- Professional appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills

- Commitment to professional courtesy
- Commitment to professional responsibility
- High intrinsic motivation

## **WORKING CONDITIONS**

### **Environment:**

- School campus environment, including athletic facilities
- Moderate noise level
- Outdoor weather conditions

### **Physical Requirements:**

The physical demands described 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 essential functions. While performing the duties of this job, the employee is required to demonstrate:

- Ability to frequently stand, sit, reach, grasp, stoop, bend, twist, kneel, squat, and twist
- Ability to frequently lift, push, pull, and/or move up to 15 pounds, occasionally move or lift up to 25 pounds, and occasionally move or lift up to 50 pounds with assistance.
- Ability to see for the purposes of observing campus and students and for the safe operation of equipment
- Ability to hear and understand speech at normal levels in person, on the radio, or on the telephone
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to operate office equipment with dexterity in a safe and efficient manner

### **Operation of Vehicles, Machinery, and Equipment Requirements:**

- Ability to travel to a variety of locations within a reasonable time frame
- Must be able to operate office, multimedia, and computer equipment

### **Mental and Emotional Requirements:**

- Ability to understand and follow oral and written directions
- Ability to work independently with little direction
- Ability to concentrate to meet numerous deadlines
- Ability to establish and maintain effective working relationships with others
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments
- Ability to exchange information
- Ability to monitor student activities
- Ability to learn the procedures, functions, and limitations of assigned duties

**SPECIAL REQUIREMENTS:**

Applicants must successfully pass the skill test administered by the District, and speak, read, and write in English.