

Dry Creek Joint Elementary School District
Job Description

POSITION TITLE: CAMPUS SUPERVISOR

Classification:	At-Will Employment	Work Year:	As assigned
Department:	School Site	Board Approval:	08/04/1994
Reports To:	Principal	Format Revision:	10/30/2009
Salary Range:	Campus Supervisor Salary Schedule		

BASIC FUNCTION:

To monitor and supervise students at meal and recess times to ensure their health and safety and exercise responsibility for their conduct.

REPRESENTATIVE DUTIES:

- Maintains the safety and order of students within assigned areas such as classrooms, cafeteria, hallways, rest rooms, and playgrounds while enforcing school rules/regulations.
- Monitors students while eating in assigned classroom/ cafeteria maintaining orderly student behavior and conduct.
- Monitors students play/recreational activities, ensuring school rules are followed.
- Regularly inspects assigned areas for unsafe conditions and refers potential hazards to the Principal.
- Anticipates and intervenes to prevent situations that may cause accidents or endanger students' welfare or safety.
- Follows established procedures in case of accident, injury, or illness.
- Maintains discipline consistent with assigned area.
- Issues disciplinary slips, writes up warnings and discipline cards, and/or refers problems to teacher or Principal.
- Issues written acknowledgement of good behavior.
- Monitors the proper use of all playground equipment.
- Intervenes and resolves student disputes.
- Directs non-students off school grounds.
- Directs parents and visitors to proper office or classroom.
- Performs other duties similar to the above in scope and function as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Age appropriate methods of tutoring and motivating students;
- Use of proper English and grammar

ABILITY TO:

- Maintain a firm but patient and courteous attitude toward students;
- Learn district and school policies related to the conduct, safety, and welfare of students in assigned areas;
- Communicate tactfully and effectively with children;
- Understand and follow both oral and written instructions;
- Effectively supervise students on school playgrounds and other areas as assigned;
- Exercise tact, diplomacy, and good judgment in dealing with students;
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

WORKING CONDITIONS:

ENVIRONMENT:

- Normally located in a work environment with light physical qualifications and requirements.
- Required to perform duties outdoors throughout the school year.

PHYSICAL ABILITIES:

- Ability to lift 25 lbs. maximum or carry any object weighing up to 15 lbs.