

## **CAMPUS SUPERVISION ASSISTANT**

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### **BASIC FUNCTION:**

Under direction of a school principal or other designated administrator, supervises children on Westminster School District property and/or during district-sponsored events. Supervise, assist and reinforce school-wide expectations and rules of safety.

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### **ESSENTIAL DUTIES:**

Actively supervise assigned areas.

Monitor and address the behavior of children by reinforcing school-wide expectations, recognizing positive behavior, and providing corrective guidance in a consistent and respectful manner.

Report inappropriate and unsafe behavior to a supervisor or administrative designee.

Assure the health and safety of children by following health and safety rules.

Assist in schoolwide emergency preparedness and procedures, under the direction of a supervisor.

Report unauthorized activities and unauthorized persons on or around school grounds to appropriate authority.

Maintain a safe environment and report all potential safety hazards.

Provide assistance to ill or injured children.

Report any significant illness or injury to the office.

Complete incident reports regarding injured children.

Monitor, maintain, and check playground equipment and play areas, on a daily basis, to ensure there are no obvious safety hazards.

Maintain a professional working relationship with staff.

Perform other job-related duties as assigned.

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### **SUPERVISION AND CONTACTS:**

Supervision: Reports to and receives direction from the school principal or other designated administrator.

Internal Contacts: Continuous contact with students and staff.

External Contacts: Occasional contact with children, parents, guardians, families, and/or representatives of the school community.

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**KNOWLEDGE OF:**

Basic principles of Positive Behavioral Interventions and Supports (PBIS).

Child guidance principles and practices.

Safe practices for playground activities.

Oral communication skills.

Interpersonal relations skills; using tact, patience, and courtesy.

Basic record-keeping techniques.

**ABILITY TO:**

Supervise student behavior in accordance with district/school policies, procedures, and expectations.

Print or write legibly.

Learn the rules, procedures, functions, and limitations of assigned duties and responsibilities.

Understand and follow both oral and written directions.

Communicate effectively with children and adults.

Maintain and adhere to assigned working hours.

Work confidentially and with discretion.

Establish and maintain effective working relationships with others.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

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**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

While performing the duties of this job, the employee is regularly required to do the following:

- stand, and walk on uneven surfaces
- grasp, grip, handle, or use hands for fine motor tasks
- reach with hands and arms
- frequently required to stoop, kneel, or crouch
- frequently talk, hear, and listen
- specific vision abilities required of persons in this job include close vision, distance vision, depth perception, and the ability to change focus
- employee is regularly exposed to outdoor weather conditions
- reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

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**EDUCATION AND EXPERIENCE:**

Sufficient training and/or experience to demonstrate the knowledge and abilities listed above.

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Pass a local exam measuring knowledge of and ability to actively supervise students in an organized setting or learning situation, and in working with people of a variety of cultures.

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**LICENSES AND OTHER REQUIREMENTS:**

A first-aid and CPR certificate is preferred.

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**APPROVED BY:** Board of Trustees

**DATE:** 01/1976

**REVISED BY:** Classified Personnel Department

**DATE:** 12/1997

**APPROVED BY:** Personnel Commission

**DATE:** 11/27/2018

**REVISED BY:** Classified Personnel Department

**DATE:** 06/03/2025