

CAMPUS SUPERVISOR

Department:	Site
Reports To:	Principal or designee
Provides Direction To:	Not Applicable
Classification Status:	Classified
Date Prepared:	April 16, 2026
Board Adopted:	May 7, 2026

GENERAL PURPOSE

Under the direction of the school principal or designee, the campus supervisor enforces District and school site policies regarding student and staff safety and security; coordinate and oversee intramural and/or other school-sponsored activities; act as a positive role model for students; use reasonable discretion and independent judgment when involved with student discipline; resolve student conflicts by using student-appropriate strategies and without physical force; assist school principal or designee with coordinating Student Supervision Assistant (SSA) to ensure optimal safety and supervision; assist staff with special projects, as required; assist in the supervision of students during site activities; support the District's safety program and other related initiatives.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

1. Maintain the safety and security of the school site during assigned hours by actively patrolling and monitoring the campus grounds and by providing visibility and enforcement of school rules.
2. Monitors student behavior during and between assigned periods and at school events for the purpose of ensuring compliance within established guidelines, maintaining a safe and positive learning environment, and secure campus/facility.
3. Assist school authorities in addressing problems of unauthorized persons entering the school site

4. Cooperate with local law enforcement agencies in the control and investigation of anti-social and illegal activities
5. Attend and assist in the coordination of the campus intramural program, sporting events, and other school activities
6. Assists site and/or district administrators with the planning and implementation of fire drills, lock-down drills, earthquake drills, and other emergency procedure drills.
7. Lead and support Student Supervision Assistant team with campus supervision.
8. Communicates safety and security procedures and policies to students, staff, and visitors for the purpose of ensuring their understanding of such information and the potential consequences of violation.
9. Escorts students, school personnel, and/or visitors for the purpose of providing direction, ensuring safety, and providing site security as required.
10. Maintains a variety of files and records (e.g. schedules, incident reports, emergency drill records, etc.) for the purpose of ensuring the availability of information for future reference and/or compliance audits.
11. Prepares confidential written materials (e.g. incident reports, investigation statements, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
12. Reports incidents including injuries, altercations, suspicious activities, rule violations, etc. to appropriate site personnel and/or law enforcement for the purpose of ensuring follow-up in accordance with administrative, site, and student safety guidelines.
13. Responds to a variety of situations (e.g. accidents, injuries, vandalism, suspicious activities, alarms, etc.) for the purpose of taking the appropriate action to resolve immediate safety and/or security concerns.
14. Provide traffic and parking control for the purpose of maintaining efficient traffic flow and use of parking lot(s) as needed.
15. Participates in district and/or site safety programs, initiatives, and committees.
16. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Education Code regulations regarding student discipline.
- Conflict management techniques.
- 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 (PBIS)
- Oral and written communication skills.
- Components of a sound intramural program.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Understand and follow oral and written instructions;
- Establish and maintain cooperative and effective working relationships with others;
- Communicate effectively both orally and in writing;
- Inspect and assure the security of the school site during assigned shift;
- Exhibit a positive role model for the students;
- Perform effectively and efficiently in situations requiring tact, diplomacy, and good judgment; and
- Enforce campus rules and regulations.
- Maintain confidentiality of student information and other records.

EDUCATION AND EXPERIENCE

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above including experience working with school age students in an organized setting. School safety, law enforcement, or security experience is preferred.

LICENSES AND OTHER REQUIREMENTS:

- Possession of SB 1626/390 Certification
- First Aid CPR and AED Certification
- High School Diploma, GED, or equivalent

WORKING CONDITIONS

ENVIRONMENT:

Indoor and outdoor school campus environment; subject to driving a vehicle to conduct work; incumbents may be subject to some temperature extremes (hot, cold, wet, humid, and/or windy).

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL ABILITIES:

Walking and standing for long periods of time, standing for extended periods of time, running and walking, hearing and speaking to exchange information, and seeing to monitor student activities; frequently stand, sit, reach, grasp, stoop, bend, twist, kneel, squat, and twist; frequently lift, push, pull and/or move up to 30 pounds, and occasionally lift, push, pull and/or move up to 75 pounds with assistance; climb stairs; see for the purposes of observing campus and students and for the safe operation of equipment; hear and understand speech at normal levels in person, on a radio or on the phone; communicate so others will be able to clearly understand a normal conversation.

MENTAL DEMANDS:

Job Description: Campus Supervisor

While performing the duties of this class, the employee is regularly required to use written and oral communication skills in English. The employee must be able to write, read directions, product labels, printed material, instructions and safety information, and to observe environmental conditions. Demonstrate judgment and professionalism when interacting with supervisors, co-workers, staff, students, parents, and others encountered in the course of work. Establish and maintain cooperative relationships throughout the work environment. Learn quickly and follow verbal procedures and standards to accomplish assigned duties and to apply new skills. The employee must be able to work independently and follow a schedule. The employee may deal with dissatisfied or quarrelsome individuals, including students. Some stress may be encountered while performing the duties of this position.

HAZARDS:

Exposure to verbal abuse and harassment, potential physical hazards involved in intervening in anti-social, illegal, and violent behavior, possible fights and confrontations potentially violent situations, and exposure to adverse weather conditions.

Board Policy 4030: *The Board of Trustees desires to provide a positive and safe work environment where employees, interns, volunteers and job applicants are free from harassment and are assured of equal access and opportunities in accordance with law. No district employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identify, gender expression, sex, or sexual orientation or his/her association with a person or group with one or more of these actual or perceived characteristics.*