Lake Elsinore Unified School District

July 1, 1998

JOB DESCRIPTION

JOB TITLE: Campus Study Hall Supervisor

Job Family: Instructional/Student Services

Range: 27

Job Purpose Statement/s: Incumbents perform under general supervision to patrol on foot, bicycle, or security vehicle/cart on a high school or middle school campus, parking lot and/or adjacent areas to observe behavior of students or visitors and deter inappropriate behavior; employees are expected to assist in maintaining a trouble-free campus and to perform related duties as assigned.

Essential Job Functions:

* **Patrols** school grounds, corridors, restrooms, parking lots and adjacent areas for the purpose of enforcing District rules and regulations as they pertain to student attendance, behavior and conduct and to provide protection against vandalism, burglary, arson, trespassing, and theft.
* **Issues** parking violations to students, visitors, and/or staff as appropriate.
* **Varies** patrol procedures so as not to present a definite system or routine.
* **Supervises** student behavior; correcting improper and unruly activities and reporting major infractions to the school administration.
* **Assists** in the supervision of students in designated area(s), bus loading/unloading area and physical education area as assigned; maintaining order and ensuring compliance with District rules and regulations related to student behavior and conduct.
* **Escorts** students to class or to proper administrative office as needed.
* **Avoids** overly authoritarian manner so as to maintain an open, non-hostile relationship with students.
* **Exercises** mature judgment, reporting objectively and avoiding emotional or defensive involvement.
* **Operates** hand radio in patrol functions.
* **Confiscates**, according to training guidelines, weapons, tape players, radios, or other articles prohibited on campus.
* **Directs** non-students to leave school grounds and escorts parents and visitors to proper office or classroom.
* **Checks** students who are out of class or leaving campus during class time for proper authorization.
* **Distributes** and collects instructional medial for student use based upon direction from instructional and guidance personnel.
* **Monitors** and assists students while using equipment, including computer terminals, cassette recorders, audio-visual equipment, or other instructional media.
* **Reports** observations and incidents relating to specific students (i.e., discipline, accidents, etc.) for the purpose of communicating information to teachers and administrators.
* **Maintains** orderly control of large crowds and enforces safety regulations at special events such as; athletic events, dances, plays, open house, and other events as assigned.
* **Maintains** and supports standards of personal conduct and discipline in accordance with Board Policy and Administrative Regulation.

* **Maintains** the confidentiality of records and files related to assignment such as retention/detention records, incident reports, detention referrals, parking tickets, confiscated property, etc.
* **Monitors** students in classrooms when teachers are late or unavailable until appropriate school personnel arrive.
* **May** assist instructional staff in detaining students pending the arrival of an administrator or law enforcement officer.
* **Follows** District policies and procedures.
* **Participates** in District in-service training as required.
* **Uses** safety equipment and devices as designated and required for the position of Campus and Study Hall Supervisor.
* **Performs** other related duties as required.

Other Job Functions:

* **Assists** with preparation of written reports to be submitted to prosecuting agencies and/or school administration for possible suspension or expulsion.
* **Attends** court hearings or trials, expulsion hearings, workshops, and conferences as required.
* **Relays** messages to/from school office and classroom teachers, students, and other personnel as assigned.
* **Attends** various meetings regarding safety, first aid training, updates, etc. as required.
* **Ensures** that all equipment and materials are properly used and stored.
* **Ensures** that areas are kept clean and orderly at all times.

General Qualifications:

Knowledge of:

* State of California laws pertaining to school attendance and truancy.
* District policies and procedures related to the enforcement of District rules and regulations pertaining to student behavior and conduct on campus.
* Approved techniques and methods of controlling and motivating students.
* Gang suppression techniques.
* Psychology of groups and crowds.
* Behavior patterns of teenagers, students, and adults.
* Principles of public relations and human development.
* Correct English usage, punctuation, penmanship, and grammar.
* Routine record keeping and written reports.
* Safety rules and regulations for this position.

Ability to:

* Perform effectively and assertively in situations requiring tact, diplomacy and good judgment.
* Learn school policies and objectives.
* Complete the paperwork necessary for job efficiency.
* Utilize available guidance and community services as needed.

* Effectively handle negativity on a daily basis.
* Keep guard up while appearing casual and relaxed.
* Perform duties consistently and objectively.
* Assume responsibility for supervision of students.
* Demonstrate an understanding, patient, warm and receptive attitude toward students.
* Understand and carry out verbal and written instructions.
* Work successfully with diverse groups of people.
* Apply general policies and procedures to specific situations.
* Cope with verbal abuse in the performance of job duties.
* Perform the job functions in the job description.
* Maintain a good memory for names and faces.
* Be a productive and active team member.
* Maintain a pleasant appearance and demeanor.
* Learn and follow the operations, procedures, policies and requirements of assignment.
* Work independently and maintain high standards of workmanship, including maintenance of confidentiality.
* Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
* Establish and maintain effective work relationships with those contacted in the performance of required duties.
* Establish and maintain effective rapport with students, staff, law enforcement agencies, parents, and community members.
* **Education Required**: Education equivalent to the completion of the twelfth (12^{th}) grade.
* **Experience Required**: Three (3) years of public contact work, preferably involving supervision of students; or any combination of training experience that could likely provide the desired knowledge and abilities may be considered.
* **Possession of a current First Aid Certificate and Cardio-Pulmonary Resuscitation (CPR) certification. (Continuing requirement for employment)**
* Possession and maintenance of a valid and appropriate California Driver's License.