Job Description
Mt. Diablo Unified School District

Campus Supervisor I

PURPOSE

The Campus Supervisor I provides safety, security, and supervision to support the educational process by ensuring the well-being of students, staff, and visitors. This position is responsible for patrolling school grounds and facilities, monitoring student behavior, enforcing school and district policies, assisting with emergency preparedness, and fostering a safe, respectful, and inclusive environment.

SUPERVISION

Reports to: Site Administrator or Designee
Supervises: May provide guidance to student workers or volunteers.

ESSENTIAL FUNCTIONS

- Patrols campus grounds, buildings, parking lots, and perimeters to maintain visibility, deter conflicts, and promote a safe environment.
- Monitors student behavior before, during, and after school, including meal periods, passing times, assemblies, and bus loading/unloading.
- Intervenes in conflicts and provides mediation or de-escalation support to reduce disruptions and maintain safety.
- Identifies and may assist in addressing safety hazards, emergencies, and security risks, reporting incidents promptly to administration.
- Monitors visitors and requests identification from individuals on campus and may assist in escorting unauthorized visitors from campus.
- Confers with administrators regarding student safety and security issues.
- Provides traffic and parking lot supervision to ensure safe and orderly flow of vehicles and pedestrians.
- Assists with safety programs, including fire drills, lockdowns, evacuation procedures, and inspections of safety equipment.
- Reports incidents, accidents, and unusual activities according to district policies.
- Participates in safety trainings, workshops, and professional development related to school safety, crisis intervention, and cultural responsiveness.
- Supports school-wide initiatives to promote restorative practices, student engagement, and positive school climate.

- Performs other related duties as assigned for the purpose of ensuring the safe and effective operation of the school site.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

Education:

- High school diploma or equivalent required.
- College coursework in criminal justice, education, or a related field preferred.

Experience:

- Experience working with adolescents in an educational, public safety, or community setting.
- Experience in conflict resolution, restorative practices, or law enforcement/security desired.

Required Knowledge:

- School rules, policies, and regulations.
- Emergency preparedness procedures.
- Cultural, socioeconomic, and developmental diversity of students.

Required Abilities:

- Monitor and respond appropriately to student behavior and campus activity.
- Establish and maintain effective working relationships with students, staff, and parents.
- Exercise sound judgment and discretion in handling sensitive situations.
- Communicate effectively both orally and in writing.
- Remain calm and act quickly in emergency or crisis situations.
- Work independently and as part of a collaborative team.

Required Skills:

- Conflict resolution and mediation.
- Operation of safety equipment, security cameras, and two-way radios.
- Providing guidance to others in safety-related practices.

WORKING CONDITIONS

Work Environment:

- School campus environment, indoors and outdoors, with regular exposure to weather conditions.
- Frequent contact with students, staff, parents, and the public.
- Position may require wearing a district-provided uniform or other designated attire while on duty.

Physical Demands:

- Walking and standing for extended periods.
- Hearing and speaking to exchange information and give clear instructions.
- Seeing to monitor student behavior and campus activities.
- Bending, crouching, or lifting up to 25 pounds.
- Ability to physically intervene when necessary to protect student and staff safety.

LICENSES AND OTHER REQUIREMENTS

- Valid California Driver's License may be required.
- DOJ/FBI fingerprint clearance.
- Tuberculosis test clearance.
- CPR/First Aid certification (renewed every two years).
- SB 1626 Campus Security Training and CPI Nonviolent Crisis Intervention training required within probationary period.

Classification: Classified

Salary Range: Classified Salary Schedule, Range 388
FLSA Status: Non-Exempt
Bargaining Unit: CSEA

Date Adopted: 6/79
Revised: 6/22/15, 3/25/26