

**CLASS TITLE: Campus Supervisor  
Range 8**

**Basic Function:** Under the general supervisor of the building principal, patrols and supervises assigned school campus areas to ensure a safe and orderly environment; assists in the enforcement of school rules.

**Representative Duties:** (For purposes of the Americans with Disabilities Act all the functions listed below are considered essential).

- Patrol and supervise assigned school campus areas, classrooms, campus perimeter, restrooms, parking lots and eating areas to enforce school rules with regard to safety and student behavior.
- Detain and question students who are out of class to determine the nature of their activities. Escort students to and from classrooms and the office as required
- Administer first aid and CPR as authorized under current standard certification as necessary.
- Respond to rule infractions; report serious violations of school rules to school administrators Report suspicious or unauthorized activities to school administrators.
- Check for and report actual and potential safety hazards to appropriate administrators.
- Maintain records and files as necessary.
- May supervise students assigned to clean up.
- Ensure that students conduct themselves in a safe manner
- Constantly circulate in assigned area
- Encourage good citizenship and reward good behavior
- Intervene in potentially problem situations
- Enforce consequences for minor offenses
- Accurately record information to support the principal in suspension or expulsion circumstances
- Engage students in organized activities
- Refer suspected child abuse or neglect to principal
- Report and refer playground injuries to office
- Make suggestions on how to improve school safety
- Other related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Basic techniques to motivate and manage student behavior
- Techniques used in public relations
- Supervision techniques
- First aide
- School rules and regulations

#### **ABILITY TO:**

- Learn, interpret and enforce school and District rules, regulations and policies regarding student behavior and discipline.
- Learn principles and practices of first aid and CPR.
- Learn basic techniques of crisis intervention, crowd control, traffic control and conflict resolution.
- Perform immediate and authorized first aid and CPR as authorized under current certification.
- Supervise and discipline students according to approved policies and procedures.
- Recognize problems which may interfere with the welfare of students and implement appropriate solutions.
- Deal tactfully and effectively with students
- Supervise and control large and small groups of students
- Serve as role model for language, appearance and conduct
- Gain respect from students and staff
- Physically supervise large areas
- Make good decisions immediately
- Determine what is and is not serious rule infractions
- Establish and maintain rapport with staff and students
- Maintain composure in emergency situations
- Stoop, bend, and walk extensively
- Respond appropriately in emergency situations
- Deal constructively with conflict
- Demonstrate an understanding, patient and receptive attitude toward students
- Establish and implement consistent, firm and appropriate limits.
- Enlist the cooperation of students in the enforcement of rules and regulations
- Work independently in the absence of supervision.
- Understand and follow oral and written directions.
- React to and exercise good judgment, flexibility, creativity and sensitivity to changing situations and needs.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

#### **EDUCATION AND EXPERIENCE:**

- High school diploma or equivalent (AA preferred)

- Work with youth groups

**WORKING CONDITIONS:****ENVIRONMENT:**

The noise level in the work environment is high. The position requires multi-tasking and the ability to focus in a distracting environment. Strenuous activity is common.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.*

Board Approved: June 26, 2014