

**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.*

Adopted: 6/20/05