

**WILLOWS UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

CLASS TITLE: CAMPUS SUPERVISOR

Classification: Range 35

BASIC FUNCTION:

Under the direct supervision of site administration, the campus supervisor monitors students on campus and assists with enforcing school rules related to attendance, behavior and school safety.

REPRESENTATIVE DUTIES:

- Maintain order and safety of campus.
- Maintain security of school buildings, grounds and facilities.
- Enforce school rules, regulations and policies for the safety and security of students, staff and property according to established procedures.
- Establish rapport with faculty and students in order to gain their trust and confidence.
- Inform students of acceptable school behavior.
- Patrol and monitor campus lunch areas, hallways, walkways, classrooms, restrooms and parking lots.
- Maintain discipline and orderliness during breakfast and lunch periods and when buses are loading and unloading students.
- Visually observe student behavior during campus hours on school property.
- Document and report all incidents according to established procedures.
- Advise the principal and assigned supervisor of all serious disturbances, hazardous conditions, unsafe procedures and all serious safety/security matters.
- Physically monitor the school's perimeter, interior and gender appropriate restrooms periodically to provide maximum visibility, reduce potential physical conflicts among students and provide an atmosphere conducive to the learning process.
- Assist with preventing student tardiness and absenteeism through regular campus patrols, verifying hall passes, and escorting students to class when necessary.
- Monitor parking lots and student gathering areas before, during and after school.
- Visually monitor campus buildings and grounds for the presence of outsiders on school campus and report to administration.
- Tactfully and diplomatically deals with potential or actual misconduct by students.
- Escort students to the office for disciplinary action as needed.
- Report unusual activities or unauthorized persons.
- Assist and direct campus visitors to authorized parking areas and appropriate offices.
- Prevent illegal parking and loitering on school grounds.
- Responds to teacher requests for assistance in the classroom.
- Intervene in situations likely to result in disruption or injury and direct students to refrain from such conduct.

- Assist in stopping student fights and other potentially dangerous situations.
- Lock or unlock doors and lockers.
- Supervise student detention and other areas under the guidance of site administration.
- Provide assistance to staff during emergency situations as necessary.
- Participate in fire, evacuation, lockdown and other emergency drills as required.
- Maintain a positive relationship with the community.
- Assist ill students or students experiencing difficulty by escorting them to the health office or appropriate administrative offices.
- Supervise extra-curricular activities throughout the workday.
- Attend a variety of meetings, workshops, conferences and in-service trainings as assigned.
- May assist staff and/or students with physical limitations to move about campus.
- Supervise students on campus suspension and/or detention, including, trash pick-up or other consequence as prescribed by the administration.
- May assist local law enforcement officers working on campus.
- Perform other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Should possess the personal characteristics generally recognized as essential for good public employees including integrity, initiative, emotional maturity, dependability, courtesy, good judgment, and ability to work cooperatively with others.
- Serve as role model for language, appearance and conduct.
- Follow directions and communicate effectively in oral and written format with students and adults.
- Knowledge of school policies related to student conduct, student discipline, especially working with high risk, unmotivated, and potentially disruptive high school students, including crowd control techniques.
- Knowledge of high school students who may be high risk, unmotivated, and disruptive.
- Maintain cooperative relationship with faculty and other adults.
- Supervise and control large and small groups of student.
- Supervise students in study hall, detention or unscheduled group situations.
- Physically supervise students where vehicles are present.
- Drive a school vehicle or golf cart as directed by administration.
- Basic office skills including filing, proper phone etiquette, and taking messages.
- First aid and traffic safety procedures.
- Maintain composure in emergency situations.
- Stoop, bend, and walk extensively.

EDUCATION AND EXPERIENCE:

- High School diploma or equivalent
- One to two years' experience working with secondary age youths in an organized setting.
- Supervision of students in a classroom setting desired.
- Basic computer skills needed.

CERTIFICATES AND OTHER REQUIREMENTS:

- Meet requirements as set forth in applicable state and federal laws and District Annual Notices (i.e. Mandated Reporting, Blood Borne Pathogen).
- Certification in First Aid and CPR required every 2 years.
- Valid California Driver License.
- Training as assigned.

WORKING CONDITIONS:

Work is performed indoors and outdoors where safety and health considerations exist from temperature extremes, physical effort, and dangerous incidents. Physically and mentally able to perform the essential duties of a position without hazard to themselves or others. Subject to driving a vehicle to conduct work, prolonged exposure to outside temperatures and conditions and classroom environment.

Physical abilities to include:

- stand and walk for extended periods of time
- sit for brief periods of time
- adequate sight or corrected vision for the purpose of monitoring campus areas,
- reading written materials and operating vehicles
- possess dexterity of hands, fingers, arms, legs and feet to drive assigned vehicles
- clearly write to complete required forms and reports Hear and speak at normal levels to communicate with others; (communicate on 2-way radio)

Hazards:

- Exposure to verbal abuse and harassment, potential physical hazards involved in intervening in anti-social, illegal and violent behavior.
- Possible fights and confrontations.