

JOB DESCRIPTION

Grossmont Union High School District

CAMPUS SUPERVISOR

Purpose Statement:

The job of Campus Supervisor is done for the purpose/s of providing for the safety and welfare of students while on school grounds; monitoring personnel and/or visitors; communicating information in response to inquiries; and providing administrative support.

This job reports to Principal or Designee

Essential Functions

- Administers first aid, and calls for assistance in a medical emergency for the purpose of providing appropriate care for ill, medically fragile and/or injured children.
- Assists in investigating incidents (e.g. graffiti, thefts, fights, violations, etc.) for the purpose of providing support in mediating issues.
- Assists teachers and administrators in the direct supervision of students during a variety of assigned campus events and in designated areas for the purpose of ensuring compliance with school policies and procedures relating to the student behavior code.
- Communicates school policies and enforcement procedures to students, personnel and visitors for the purpose of ensuring their understanding and the potential consequences of violation.
- Escorts students as may be required for the purpose of ensuring students are at appropriate campus locations.
- Monitors students within a variety of school environments (e.g. classrooms, rest rooms, grounds, hallways, library, cafeteria, parking lots, etc.) for the purpose of ensuring the safety and welfare of students and participants and/or security of facilities.
- Operates equipment (e.g. two-way radio, computers, photo copy machines) for the purpose of improving efficiency in the completion of job functions.
- Patrols school facilities (e.g. hallways, grounds, buildings, adjacent areas, parking lots, etc.) for the purpose of providing administrative visibility, maintaining security, and deterring crime.
- Prepares documentation (e.g. discipline referrals, student passes, incident and activity reports, security logs, etc.) for the purpose of providing written support and/or conveying information.
- Provides traffic and parking control for the purpose of maintaining efficient traffic flow and use of parking lot/s.
- Refers incidents to appropriate site personnel (e.g. injuries, altercations, suspicious activities, etc.) for the purpose of ensuring follow-up in accordance with administrative guidelines.
- Responds to emergency situations (e.g. medical, fights, suspicious activities, etc.) for the purpose of taking appropriate actions to ensure safety and security of persons and property.

Other Functions

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment including utilizing pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: principles of supervision of students; concepts of grammar and punctuation; methods, practices and terminology used in instructional situations; health standards and hazards; safety practices and procedures; and conflict management and resolution.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to significantly impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 50% walking, and 45% standing. The job is performed under some temperature extremes and some hazardous conditions.

Experience Job related experience is required.

Education Targeted job related education that meets organization's prerequisite requirements.

Required Testing

As required for position

Certificates & Licenses

Valid California Driver's License

Continuing Educ. / Training

Completion of state prescribed 24-hour training course.

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status

Non Exempt

Approval Date

6/15/2006

Salary Grade

Unit II 34