

Job Title: CAMPUS SUPERVISOR

Definition:

Under immediate supervision of the Principal or designee over campus security, assists in the supervision and control of persons in or around campus buildings, facilities, and areas adjacent to the school site.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Reports incidents of misbehavior to proper school authority
2. Serves as a positive role model for students
3. Provides general campus supervision, including classrooms, cafeteria and recreational and athletic areas
4. Directs campus visitors to proper authorities and prevents unlawful loitering
5. Provides security for parking areas
6. Supervises restrooms and locker room areas
7. Exercise physical control only to the extent reasonably necessary to maintain order, protect property, protect the health and safety of pupils, or to maintain proper and appropriate conditions to learning
8. Performs other related duties as assigned

Minimum Knowledge, Skill, and Ability:

Knowledge of:

- School regulations in connection with student conduct
- Techniques and strategies of working with adolescents
- Controlled substances and their affect upon behavior
- Customs and activities indicative of undesirable youth groups

Skills and Ability to:

- Supervise and direct students in an appropriate manner and work cooperatively with faculty and staff
- Interpret rules and regulations
- Enforce rules and regulations firmly and fairly
- Maintain professional confidentiality
- Work harmoniously with school personnel, supervisors, parents and students

Training and Experience:

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: high school diploma or equivalent and experience working with adolescents.

Job Title: CAMPUS SUPERVISOR**Physical Requirements and Working Conditions**

- Require the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require vision (which may be corrected) to read small print.
- Perform work, which involves the frequent lifting, pushing and/or pulling of objects which may weigh approximately 75 pounds and may occasionally weigh up to 100 pounds with appropriate lifting techniques.
- May be required to work with harsh and toxic substances.
- May be required to wear protective apparel including goggles, face protectors, aprons and shoes.
- Is subject to inside and outside environmental conditions.
- May be required to work evenings or weekends.
- Require the ability to stand for long periods.
- Require the ability to walk long distances.
- May be required to take and pass a physical examination.
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work.

Range: 25

PHYSICAL REQUIREMENT INFORMATION

Physical Demands:	HPD = Hrs. Per Day		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting	X		
Standing			X
Walking			X
Bending (neck)			X
Bending (waist)		X	
Kneeling	X		
Reaching		X	
Stooping		X	
Crawling	X		
Twisting (back/neck)			X
Climbing	X		
Pushing/Pulling	X		

	Lifting			Carrying		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0 – 10 lbs.			X			X
11 – 25 lbs.			X			X
26 – 50 lbs.			X			X
51 – 75 lbs.			X			X

Job Title: CAMPUS SUPERVISOR

Mental Demands:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Problem Solve			X
Make Decisions			X
Supervise			X
Interpret Data	X		
Organize		X	
Write	X		
Plan	X		
Multi-Task			X

Equipment Use:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone	X		
Copier	X		
Computer	X		
FAX Machine	X		
Radio			X