

Job Title: ELEMENTARY SCHOOL 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. In addition, plans, coordinates and supervises non-instructional student activities and school-wide positive behavioral intervention and supports.

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. Develops, coordinates, and supervises programs and activities which focus on creating a positive school climate
2. Ensures proper consequences of student misbehavior and reports incidents of misbehavior to proper school authority
3. Serves as a positive role model for students and interacts with all students with fairness and equity
4. Supports the school's positive behavioral intervention and supports programs
5. Provides general campus supervision, including classrooms, cafeteria and recreational and athletic areas
6. Assists in the development of the supervision plan for non-instructional time and supports other personnel in the supervision of students throughout the campus
7. Engages in continuous scanning of the environment to ensure campus safety, and to prevent/defuse challenging internal and external affecting students and staff.
8. Directs campus visitors to proper authorities and prevents unlawful loitering
9. Provides security for parking areas
10. Supervises restrooms and other common areas
11. 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.
12. 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 children
- Controlled substances and their affect upon behavior
- The effect of positive engagement and positive reinforcement to foster appropriate student behavior and meaningful relationships

Job Title: ELEMENTARY SCHOOL CAMPUS SUPERVISOR

Skill and Ability to:

- Supervise and direct students in positive and appropriate manner and work cooperatively with faculty and staff
- Interpret rules and regulations
- Enforce rules and regulations firmly, fairly, and equitably
- Maintain professional confidentiality
- Work harmoniously with school personnel, supervisors, parents, students, and the community
- Communicate effectively, calmly, and professionally

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 children. Will be required to attend training pertaining to job duties and must pass NCI training within the first 3 months on the job.

Physical Requirements and Working Conditions:

- Required vision (which may be corrected) to read small print.
- Required the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Is subject to inside and outside environmental conditions.
- Require the ability to stand for long periods.
- Require the ability to walk long distances.
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work.
- May be required to work evenings or weekends.
- May be required to take and pass a physical examination.

Range 24

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		

Board Approved: May 6, 2014

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Crawling	X		
Twisting (back & neck)			X
Climbing	X		
Pushing/Pulling	X		

Lifting				Carrying		
	Rarely (0-1.5HPD)	Occasionally (1.5 – 3HPD)	Frequently (3 – 6HPD)	Rarely (0-1.5HPD)	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		

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