

NOVATO UNIFIED SCHOOL DISTRICT

TITLE: CAMPUS SUPERVISOR

SALARY: RANGE 19 – CLASSIFIED SALARY SCHEDULE

BASIC FUNCTION:

Under the direction of an assigned site administrator, patrol and supervise campus activities to ensure the well-being and safety of students, staff and visitors in non-classroom activities; ensure student compliance with school and organizational rules, policies, and procedures.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Patrol and supervise assigned areas of campus, assuring students are safe, orderly, and within supervised areas; ensure non-students on campus are authorized visitors; monitor lunch areas, walkways, restrooms, locker rooms, parking lots and adjacent areas.

Enforce school and organizational rules, regulations and procedures; investigate and report unusual, suspicious or criminal activities; prevent and/or intervene in student conflicts; investigate and report instances of graffiti and vandalism; prepare student referrals as necessary.

Monitor student behavior and activity during passing periods and lunchtime; ensure students arrive to class in a timely manner; ensure students have proper permission slips outside of classrooms during instruction periods; provide assistance to students in locker rooms in accordance with established guidelines; monitor after-school detentions as required.

Escort and direct authorized visitors to desired destinations; provide general information and assistance; direct vehicle traffic as needed; escort students to and from administration offices; retrieve students as requested by administrators; escort injured students to the office.

Communicate with students, administrators, faculty and staff concerning student behavior and assigned activities; report incidents involving students, personnel, and the public to appropriate staff or administrator; provide information to and assist police in matters of illegal student activity.

Set-up and assemble equipment for lunch and other events in designated areas; clean up equipment following these events.

Utilize and respond to calls on two-way radio.

Prepare and maintain routine records related to student misconduct, accidents, and assigned activities; provide clerical assistance to school personnel as assigned by the position; process and submit related documents as required.

Provide assistance to staff during emergency situations as necessary; participate in evacuation and lockdown drills as required.

Unlock and lock gates, doors and lockers as directed.

Provide basic first aid as assigned by the position; arrange for emergency medical services as needed.

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OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- ▶ Policies, rules, and regulations concerning appropriate student behavior.
- ▶ Organizational and school emergency procedures including fire drills, intruder on campus, and others.
- ▶ Basic methods of individual and group supervision.
- ▶ Basic interests, attitudes and emotional development of adolescents.
- ▶ Basic first aid.
- ▶ Health and safety regulations.
- ▶ Interpersonal skills using tact, patience, and courtesy.
- ▶ Oral and written communication skills.
- ▶ Basic record-keeping techniques.

ABILITY TO:

- ▶ Patrol and supervise campus activities to ensure the well-being and safety of students, staff and visitors in non-classroom activities.
- ▶ Ensure student compliance with school and organizational policies, rules, and regulations.
- ▶ Investigate occurrences of property damage and suspicious or criminal activity.
- ▶ Learn, interpret, apply and explain rules and regulations.
- ▶ Prevent and/or intervene in student conflicts.
- ▶ Determine appropriate action within clearly defined guidelines.
- ▶ Provide basic first aid.
- ▶ Observe health and safety regulations.
- ▶ Establish and maintain cooperative and effective working relationships with others.
- ▶ Understand and follow oral and written instructions.
- ▶ Communicate effectively both orally and in writing.
- ▶ Maintain routine records related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above.

OTHER REQUIREMENTS:

- ▶ Department of Justice fingerprint clearance.
- ▶ TB clearance.
- ▶ Some positions within this classification may be required to obtain a First Aid/CPR certification issued by an authorized agency within six months of employment.

WORKING CONDITIONS:

ENVIRONMENT:

- ▶ Indoor and outdoor environment.
- ▶ Seasonal heat and cold or adverse weather conditions.

PHYSICAL DEMANDS:

- ▶ Standing and walking for extended periods of time.
- ▶ Physical agility, stamina and running.
- ▶ Seeing to read a variety of materials and monitor student activities.
- ▶ Hearing and speaking to monitor student activities and to exchange information in person or on the telephone.
- ▶ Bending, crouching, kneeling and stooping to reach students or materials.
- ▶ Reaching overhead and horizontally to retrieve and store files and supplies.

POTENTIAL HAZARDS:

- ▶ Physical contact while intervening in fights and other anti-social, illegal, and violent behavior.
- ▶ Contact with dissatisfied or abusive individuals.
- ▶ Potential exposure to/direct contact with bodily fluids/bloodborne pathogens.