

NOVATO UNIFIED SCHOOL DISTRICT

TITLE: CAMPUS SUPERVISOR

SALARY: RANGE 21 – CLASSIFIED SALARY SCHEDULE

BASIC FUNCTION:

Under the direction of an assigned site administrator, patrol and supervise campus activities, facilitate communication between students, parents, visitors and school staff and provide a preventative presence 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 safely and appropriately 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; assist in communicating with parents as needed; report incidents involving students, personnel, and the public to appropriate staff or administrator; provide information to and assist law enforcement 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 or other communications device.

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, including use in dispensing Narcan or epinephrine (Epi-Pen) in accordance with policies, procedures and appropriate training; arrange for emergency medical services as needed.

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, including the dispensing of Narcan or epinephrine
- ▶ 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 safely and appropriately in student conflicts
- ▶ Determine appropriate action within clearly defined guidelines
- ▶ Provide basic first aid, including the dispensing of Narcan or epinephrine
- ▶ 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 in order to facilitate communication between students, parents, visitors and school staff
- ▶ 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
- ▶ Completion of Narcan and epinephrine usage training, including retraining as necessary

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, in order to respond to incidents in a timely manner
- ▶ 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 or other communications device
- ▶ Bending, crouching, kneeling and stooping to reach students or materials
- ▶ Reaching overhead and horizontally to retrieve and store files and supplies
- ▶ Ability to lift up to 150 pounds on an occasional basis

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

Novato Unified School District prohibits, at any district school or school activity, discrimination, harassment, including sexual harassment, intimidation, and bullying, based on actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics. This shall apply when applicable, to interns, volunteers, and job applicants.

For questions, concerns or complaints, please contact the District Equity and Title IX Compliance Officer: Human Resources Administrator; 1015 Seventh Street, Novato, CA 94945; (415) 493-4207; UniformComplaint@nUSD.org.