

Elmhurst CUSD 205 Job Description

Campus Supervisor - High School

Department: York High School

FLSA Status: Non-exempt

Prepared Date: 2/26/2016

Approved Date:

Supervisor: Assistant Principal for Finance and Operations

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Approved By:

Classification: 1

Summary

Provide general building security including the identification and direction of students and visitors in and around the school building and adjacent grounds. Works closely with deans, police liaison officers, athletic director and other members of the administrative team.

Essential Duties and Responsibilities

- Works collaboratively with building administration to set and follow security and monitoring procedures
- Patrols, periodically, buildings and grounds of the school facility and politely challenges persons or vehicles that appear to represent a concern.
- Examines doors, windows, and gates to determine that they are secure.
- Politely challenges visitors regarding identification and purpose for being present in the building.
- Watches for and reports irregularities such as fire hazards, leaking water pipes, and security doors left unlocked.
- Provides supervisory support at student events and school functions.
- Assists in the enforcement of all student and building regulations
- Assists with supervision in the cafeteria during lunch periods.
- Assists building administration with the supervision of parking lots, loading and unloading of buses and all safety drills, searches and procedures.
- Regulates vehicle and pedestrian traffic at plant entrance to maintain orderly flow.

Supervisory Responsibilities

This job has no supervisory responsibilities. (Supervisory here refers to other employees, not students)

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Uses intuition and experience to complement data.

Continuous Learning - Assesses own strengths and weaknesses; seeks feedback to improve performance; strives to continuously build knowledge and skills.

Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.

Use of Technology - Demonstrates required skills.

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; responds to requests for service and assistance.

Communications - Expresses ideas and thoughts verbally; exhibits good listening and comprehension; keeps others adequately informed.

Cooperation - Establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to coworkers; works cooperatively in group situations; works actively to resolve conflicts.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; participates in meetings.

Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; contributes to building a positive team spirit; puts success of team above own interests.

Conflict Resolution - Encourages open communications; confronts difficult situations; maintains objectivity; keeps emotions under control; uses negotiation skills to resolve conflicts.

Impact & Influence - Uses authority appropriately to accomplish goals.

Diversity - Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organizational values.

Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.

Strategic Thinking - Identifies external threats and opportunities; adapts strategy to changing conditions.

Adaptability - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Achievement Focus - Measures self against standard of excellence.

Personal Appearance - Dresses appropriately for position; keeps self well groomed.

Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments.

Initiative - Volunteers readily; asks for and offers help when needed.

Innovation - Meets challenges with resourcefulness; generates suggestions for improving work.

Judgement - Exhibits sound and accurate judgment; includes appropriate people in decision-making process.

Planning/Organizing - Uses time efficiently.

Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of Gmail Contact Management systems and Aesop Human Resource systems.

Certificates, Licenses, Registrations

None

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to sit; use hands to finger, handle, or feel; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and

occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.