



# Campus Supervisor

<b>Reports to:</b>	Principal	<b>FLSA Status:</b>	Non - Exempt
<b>Department:</b>	School-Based	<b>Structure/Grade:</b>	Unified 113
<b>Division:</b>	School-Based	<b>Workdays:</b>	190 or 246
<b>Retirement:</b>	Teachers Retirement System		

## Position Summary

Performs skilled tasks to ensure the safety and security of the school environment by patrolling premises, monitoring activities, controlling traffic, and responding to emergencies. Enforces policies and maintains a secure setting that supports the educational process. Works under moderate supervision as an intermediate-level individual contributor.

## Essential Job Duties

- Completes routine and occasionally complex tasks in a timely manner.
- Patrols the school campus, including parking lots, hallways, and exterior doors, to ensure safety and security.
- Greets and assists visitors in a courteous and professional manner while enforcing school rules and policies.
- Responds to emergencies by providing first aid, assisting with evacuations, and securing building access for authorized individuals only.
- Conducts surveillance of buildings and grounds; inspects doors, windows, and gates for security.
- Reports irregularities such as fire hazards, water leaks, or suspicious activities.
- Places directional cones and signage to manage traffic flow and enhance safety.
- Resolves conflicts among students and maintains a safe environment during lunch and other school events.
- Records and reports incidents involving property damage, unusual occurrences, or equipment malfunctions to appropriate administrative personnel.
- Assists with administrative tasks, including delivering messages.
- Follows established standard operating procedures and systems to complete assigned tasks.
- Performs other duties as assigned.

## Qualifications

- A High School diploma is required.
- An Associate's Degree with a minimum of three (3) years of experience in military, security, and/or law enforcement, along with additional continuing education through a certification program, is preferred.
- Experience with security issues, safety concerns, and/or social work with high-risk students is preferred.



- **Training for School Resource Officer Requirements:**

- Employees must be employed as a Campus Supervisor for at least six (6) months.
- Employees must undergo a psychiatric evaluation.
- Employees must pass a physical ability test.
- Upon successful completion of the above, candidates must participate in and pass a panel interview.

### Knowledge, Skills, and Abilities

- Knowledge of DeKalb County School District (DSCD) safety protocols
- Knowledge of the rules pertaining to the protection of buildings and grounds
- Knowledge of the Code of Student Conduct
- Ability to solve problems within defined parameters and under clearly established processes
- Effective oral, written, and interpersonal communication skills
- Ability to follow clearly established procedures
- Good computer skills, including the ability to use all relevant software
- Good problem-solving skills
- Strong attention to detail with the ability to maintain a high level of accuracy.
- Ability to use good judgment and make rapid and appropriate decisions in emergencies
- Ability to de-escalate conflicts and manage stressful situations professionally
- Ability to exercise physical force, when necessary, in assisting in an arrest
- Ability to work collaboratively and seek assistance when needed
- Ability to organize and prioritize tasks and manage multiple assignments simultaneously
- Ability to maintain confidentiality

### Physical Demands and Work Environment

- Constantly uses fine motor skills to operate firearms and other necessary equipment.
- Constantly required to speak and listen to communicate critical information.
- Constantly required to observe details at close range and at a distance.
- Constantly operates a motor vehicle safely.
- Constantly required to carry and/or lift objects weighing up to 25 pounds, such as firearms and protective equipment; frequently required to carry and/or lift objects weighing up to 50 pounds such as recovered property; occasionally required to carry and/or lift objects weighing 100 pounds or more, such as suspects and/or victims being moved to safety.
- Frequently required to push and/or pull objects, such as to move vehicles and other objects.
- Frequently exposed to severe weather conditions.

*Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification and the current documents obtained in the Division of Human Resources, the latter will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.*

*Reviewed/Revised: 3/2/2026*



- Frequently exposed to loud noises from firearms training, sirens, and other similar situations.
- Frequently required to work in areas presenting obstacles.
- Frequently exposed to dangerous traffic conditions when directing traffic.
- Occasionally exposed to fumes and/or smoke.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

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