

Gahanna-Jefferson School District Position Description

Position Title:	Campus Supervisor
Reports To:	Building Principal
FLSA Status:	Non-Exempt
Revision Date:	April 3, 2024

SUMMARY: Responsible for student supervision and safety on the school campus. Campus Supervisors helps ensure a safe, friendly and supportive educational environment for students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Demonstrates sound judgement and emotional stability.
- Maintains a positive attitude and works well with others.
- Ensures the safety of students. Develops and maintains positive relationships with students and staff, fostering an environment of collaboration and support for the safety of the campus.
- Enforces school policies/rules.
- Detects and prevents disruptive or threatening activities and behavior.
- Conducts perimeter and inner school monitoring to ensure premises are secure.
- Works collaboratively with administrators and school staff to resolve issues related to safety and security.
- Monitors behavior of the student body and does on-the-spot correction of minor student infractions.
- Refers students to administrators for major infractions.
- Regulates student movement during transition times.
- Escorts disruptive students from classrooms upon teacher request.
- Monitors hallways and restrooms during classes by checking passes, etc.
- Intervenes with student disruptions/altercations.
- Identifies/guides all visitors to the proper area.
- Oversees crowd control when needed.
- Retrieves/searches for students for administrators.
- Aids in the questioning/interviewing of students and gives input regarding discipline to administrators.
- Provides mediation for student conflicts.
- Monitors/regulates student behavior for after-school events while students are still on campus, if requested by the principal (high school provides supervision at all varsity football games and dances).
- Oversees after-school/lunch detentions, where applicable.
- Supports safety drills such as the evacuation of buildings for fire drills and high winds drills.
- Provides support and supervision during emergency drills and active emergency situations.
- Monitors security cameras as needed.
- Participates in required trainings.
- May require after school hours.
- Other duties as assigned by supervisor.

SUPERVISORY RESPONSIBILITIES:

- Supervises students.

QUALIFICATION REQUIREMENTS: 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 equivalent.
- Three to five years experience in safety, security and/or related field preferred.
- Experience in an education environment preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Educational Aide Permit through the State Board of Education.

LANGUAGE SKILLS:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of students or employees of the District.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.

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.

OTHER SKILLS and ABILITIES:

- Exhibit qualities of leadership and organizational ability and reflect a spirit of cooperation in working with staff and school administration.
- Ability to apply knowledge of current research and theory in specific field.
- Ability to establish and maintain effective working relationships with students, staff and the community.
- Ability to communicate clearly and concisely both in oral and written form.
- Ability to perform duties with awareness of all District requirements and Board of Education policies.

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 frequently required to walk and stand. Occasionally the employee will sit and/or run. The employee will frequently bend or twist at the trunk while performing the duties of this job. The employee will frequently squat, stoop, kneel, reach above the head, reach forward and repeat the same hand motion many times while performing the duties of the job.

The specific vision requirements of the job include good depth perception and occasionally being able to see objects/persons at a distance. While performing the duties of the job, the employee frequently is required to hear conversation in both quiet and noisy environments, and be able to tell where a sound is coming from. The employee must be able to communicate to the team in order to give directions.

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 will continuously work inside or outside depending on the sporting event. Occasionally, the employee must be able to meet deadlines with severe time constraints, and interact with public and other workers. The employee has direct responsibility for the safety and well-being of others. The noise level in the environment is usually moderate/loud.

The employee shall remain free of any alcohol or non-prescribed controlled substance use in the workplace throughout his/her employment with the District. This prohibition includes being under the influence of improper substances and manifesting signs of recent use of improper substances.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

The Gahanna-Jefferson Public Schools Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, ancestry, military status, or disability.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I hereby agree that I am able to perform all of the essential functions of the job with or without accommodations. A copy was given to me for my records.

Signature

Date

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.