

LIVERMORE VALLEY JOINT UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Campus Supervisor – High School

CLASSIFICATION: CSEA

REPORTS TO: Principal or Vice Principal

BASIC FUNCTION:

The job of Campus Supervisor – High School was established for the purpose/s of under general supervision, supervising and monitoring the behavior of the students who are outside/inside the classroom and at school sponsored activities both on and off campus. Also responsible for the monitoring of personnel and/or visitors; communicating information in response to inquiries; and enforcing applicable sections of the Education Code, the Penal Code, the District's Conduct Code and individual school rules pertaining to student behavior.

REPRESENTATIVE DUTIES:

- Assist law enforcement officers (when directed) in working with students (e.g. communicating with officers and students, assisting in behaviors, etc.) for the purpose of ensuring the safety of the school and the students.
- Monitors incidents including personal injuries, altercations, suspicious activities, rule violations, etc. communicates with students, and reports incidents to appropriate site personnel for the purpose of ensuring resolution of situation and follow-up in accordance with administrative, site security and student safety guidelines.
- Monitors student behavior during and between assigned periods and at student events (e.g. lunch room, classrooms with substitutes, detention, dances, home games, etc.) for the purpose of ensuring student compliance with established guidelines, maintaining a safe and positive learning environment, and secure facility.
- Provides traffic and parking control (e.g. setting up drop-off lanes in morning, monitoring students driving, monitoring students drop off go to classroom, monitor parking lots for passes and refer non authorized cars to office for ticketing, etc.) for the purpose of maintaining efficient and safe traffic flow and use of parking lot/s.
- Responds to a variety of situations (e.g. accidents, injuries, vandalism, suspicious activities, alarms, etc.) for the purpose of taking the appropriate action to resolve immediate safety and/or security concerns.
- Supervises student behavior and intervenes to correct improper behavior, unruly activities involving students, stopping activities that would harm others or school property for the purpose of ensuring the safety of the students and security of the school.
- Maintains a variety of files and records (e.g. schedules, investigations, guidelines, etc.) for the purpose of ensuring the availability of information for future reference and/or audit for compliance to established policies.
- Patrols school facilities (e.g. grounds, roads, buildings, adjacent areas, parking lots, sports fields, etc.) for the purpose of providing visibility, maintaining security, ensuring that unauthorized students do not enter campus and deterring criminal activities.

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares written materials (e.g. incident reports, activity logs, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Responds to inquiries from students and parents regarding campus security issues for the purpose of providing information, direction and/or referral for addressing inquiry.

SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS are required to perform single tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment including software; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: health standards and hazards; safety practices and procedures.

ABILITY is required to schedule a number of activities, meetings, and/or events; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; setting priorities; working with frequent and sustained interruptions.

RESPONSIBILITIES:

Works under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

MINIMUM QUALIFICATIONS:

EXPERIENCE: Job related experience is preferred.

EDUCATION: High school diploma or equivalent.

EQUIVALENCY: A combination of education, training, and/or job experience necessary to perform the essential functions of the job.

REQUIRED TESTING: Pre-employment Test may be required.

CLEARANCES: Meet employment requirements as applicable with state, federal, local laws and Board Policy.

TERMS OF EMPLOYMENT:

- School year position
- Benefits: Medical, Dental and Vision Benefits are provided by the District in accordance with current contract language between CSEA and Livermore Valley Joint Unified School District

SALARY RANGE: CSEA salary schedule placement: Level 14

FLSA STATUS: Non-Exempt

Work Environment:

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 80% walking, and 15% standing. The job is performed under some temperature extremes and under conditions with exposure to risk of injury and/or illness.

Completion by Human Resources

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| Board Approval Date – June 7, 2016 | | |
| <input type="checkbox"/> | New Job Description/Reason: | <input type="checkbox"/> Reclassification <input type="checkbox"/> Organization Needs |
| <input checked="" type="checkbox"/> | Revised Job Description | |
| <input type="checkbox"/> | Revised Salary Placement | |
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| Change Effective date: July 1, 2015 | | |