

SECTION I: GENERAL INFORMATION

Position Title: Paraprofessional - Campus Supervisor Middle School	Department: Richfield Middle School
Reports to: Principal, RMS	FLSA Status: Non-Exempt
Classification: Paraprofessional - Class II	Bargaining/ Work Unit: Paraprofessional
Position Last Updated: June 2025	Next Position Description Update:

SECTION II: JOB SUMMARY

The Campus Supervisor supports school administration in promoting a safe, welcoming, and supportive environment for students, staff, and site guests. This role focuses on positive student interactions, supervision of school spaces, and assistance in maintaining a respectful and orderly campus.

SECTION III: DUTIES AND RESPONSIBILITIES

- A. Supervise the school's campus, hallways, and common areas to help maintain a safe, welcoming, and respectful environment.
- B. Monitor and support students during arrival, dismissal, passing times, and other transitions throughout the school day.
- C. Build positive, trusting relationships with students to encourage good decision-making and respectful interactions.
- D. Provide guidance and support to students in addressing challenges, resolving conflicts, and developing positive interpersonal skills.
- E. Address and redirect inappropriate behavior in a respectful and constructive manner, involving other staff as needed.
- F. Maintain awareness of school routines, schedules, and basic safety procedures to effectively support both students and staff.
- G. Communicate and collaborate with school staff to ensure consistent expectations and a supportive environment for all students.
- H. Observe daily activity and report safety or security concerns promptly to school administration.
- I. Assist in responding to incidents by helping to secure areas, offering student support, and gathering basic information for administrative follow-up.
- J. Complete incident reports as directed, ensuring accuracy and discretion.
- K. Participate in discussions or meetings related to school safety, student behavior, and supervision strategies as requested.

- L. Perform other related duties as assigned by the Principal or designated supervisor.

SECTION IV: KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge

- Basic computer literacy and comfort using technology for communication and reporting.
- Strong command of English in both oral and written form.
- Awareness of school safety practices, routines, and student supervision strategies.

Skills

- Strong interpersonal and communication skills, with the ability to interact respectfully and effectively with students, staff, and visitors.
- Ability to observe and identify situations requiring intervention.
- Attention to detail and ability to manage multiple tasks in a school environment.
- Conflict resolution skills and the ability to redirect behavior constructively.

Abilities

- Ability to work independently, organize daily responsibilities, and meet deadlines.
- Ability to relate to a wide range of individuals, including students and families from diverse cultural and economic backgrounds.
- Ability to adapt to new and changing procedures or situations.
- Ability to maintain composure and professionalism in challenging situations.
- Ability to apply skills from provided training to appropriately address safety concerns and complete accurate documentation.

SECTION V: EDUCATION/ EXPERIENCE REQUIREMENTS

- High school diploma or GED required.
- Experience working in a school, youth program, customer service, safety, or security setting is highly desirable.
- Bilingual in Spanish and English preferred.
- Experience working with individuals from diverse cultural and economic backgrounds preferred.

SECTION VII: PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

- Must be able to sit, speak, hear, and use hands to operate equipment or handle materials.

- Frequent standing and walking are required.
- Vision requirements include close vision, color vision, peripheral vision, depth perception, and the ability to read and adjust focus.
- Occasional lifting and moving of materials or equipment, typically up to 50 pounds.
- Position requires sufficient physical strength and stamina to carry out daily responsibilities.
- Noise levels are generally moderate.
- Regular interaction with students, staff, supervisors, and visitors is required.
- Work is performed both indoors and outdoors in varying weather conditions.

SECTION VIII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission. Richfield Public Schools inspires and empowers each individual to learn, grow and excel. Perform assigned responsibilities in a manner consistent with the District's established Core Values.
- Advance the District's mission and values through careful attention to the key issues of Learning, Environment, and Resources.