



JOB DESCRIPTION

Job Title: **Campus Supervisor, Secondary**
 Department: **Safety & Security**
 FLSA Status: **Non-exempt**
 Revised Date: **November 2022**

Salary Schedule: **Classified**
 Pay Range: **8**
 Work Calendar: **175 days**
 Hours Per Day: **8**

SUMMARY:

Promote and provide proactive security services, including a safe and secure environment, at assigned schools and other facilities. Protect students, staff and visitors who utilize district properties. Safeguard and protect all district property and assets. Recognize and monitor conditions that exist or that create potential for endangerment of students, staff, and visitors or, damage or loss to district facilities or properties. Provide reasonable intervening measures, as necessary, for risk prevention or effective resolutions to problems.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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.*

Essential Duty / Responsibility Description	Frequency Daily/Weekly/Monthly/Annually	% of Time
1. Conduct random and scheduled patrols of assigned district sites, facilities and grounds, or at other sites of district sponsored events. Monitor and observe.	D	75%
2. Take intervening action, when necessary, to prevent or resolve potential or actual disruptive activity or incidents. Notify local law enforcement officials about criminal activity. Contact and verify authorization for access of all persons entering district facilities or grounds.	D	5%
3. Enforce district policies concerning student conduct and discipline and applicable federal, state and local laws and ordinances. Students who have violated district policies or laws will be referred to site administrators.	D	5%
4. Maintain close communication with and keep the site administrator informed of all matters related to site safety and security. Maintain close communication with the District Security Director relaying information regarding potential activity effecting the safety and security of students, staff or facilities.	W	7%
5. Develop and maintain effective, professional, and diplomatic working relationships with local law enforcement officials and other related governmental officials, as required and directed.	W	1%
6. Produce written incident reports on: non-compliance to district policy; matters of disruptive activity; incidents or damage, injury, weapons use or possession, theft, drug abuse, alcohol and tobacco use, sabotage, vandalism, assaults/fights, or other inappropriate or illegal activity occurring on district properties. Produces written reports on any security related matters upon request of District Security Director. Maintains a dual reporting responsibility and keeps the site administrator and District Security Director informed of all incidents.	W	3%
7. Maintain an immediate availability when law enforcement or District Security staff are summoned to respond to the school or site.	M	1%
8. Attend and complete required training as directed by the District Security Director and the site administrator. Initiate or request on-going training regarding the use of technology or information involving safety and security techniques, procedures, and protocols and general technological use.	M	1%
9. Develop, through coordination with the site administrator and District Security Director, a site security and basic patrol plan. Recommend changes in site safety and security operations to reduce safety and security risks. Participate in the school security assessment process with other district employees.	A	1%
10. Perform other duties as assigned.	ongoing	1%
	Total =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma, completion of G.E.D., or equivalent.
- One year and up to and including two years related experience.
- Completion of the State of Colorado Peace Officers Standards & Training (POST) or college level education in criminal justice, business, education or related field is preferred but not required.

LICENSES / CERTIFICATIONS / REGISTRATIONS:

- CPR and First Aid certifications.
- CPI Training.
- Online Colorado School Resource Center Campus Security required training certificates as required.
- U.S. Citizenship and Immigration Services Employment Eligibility Verification (Form I-9)
- Criminal background check required for hire.

TECHNICAL SKILLS / KNOWLEDGE / ABILITIES:

- Oral and written communication skills.
- English language skills.
- Interpersonal relations skills.
- Customer service and public relations skills.
- Critical thinking and problem-solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to work with students with diverse backgrounds and abilities.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability and willingness to adhere to attendance requirements and to follow district procedures for absence reporting. Regular attendance is an essential function of the position and necessary for the efficient operation of the business. Employees are expected to be on time and punctual for work, conforming to established work hours. It is recognized that there are times when a person must be absent due to illness or other reasons.

MATERIAL AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers, peripherals and related technology equipment.
- Operating knowledges of and experience with business and productivity software applications and programs.
- Operating knowledge of and experience with general office equipment, telephone systems, copiers, printers, fax machines, etc.

REPORTING AND SUPERVISORY RELATIONSHIPS:

	Position Title	
Reports to:	• Building Principal	
	• Executive Director, Safety and Security	
	Position Title	# of employees
Direct Reports:	• This position has no direct supervisory responsibilities.	

PHYSICAL REQUIREMENT AND WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

Physical Activities	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to fingers, handle or feel		X		
Reach with hands and arms				X
Climb or balance			X	
Stoop, kneel, crouch or crawl			X	
Talk				X
Hear				X
Taste	X			
Smell		X		

Weight and Force Demands	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds		X		
More than 100 pounds		X		

Mental Functions	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy				X
Coordinate				X
Instruct				X
Compute				X
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate				X

Work Environment	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

Vision Demands	Required
No special vision requirement	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	
Ability to adjust focus	X

Noise Level Exposure	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very loud	