

Building Supervisor

Dept/Div: *Community Services and Recreation*

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate technical work providing for a safe, welcoming and secure learning environment, fostering an optimal learning environment and acting as a deterrent to unsafe or poor behavior by patrolling the campus, monitoring behavior, enforcing school and District policies, intervening in physical encounters, monitoring visitors, reporting unsafe or unhealthy conditions and assisting administrators and/or public officials with emergency or investigative situations, and related work as apparent or assigned. Work is performed under the limited supervision of the Building Principal.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function listed below satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. This is not an exhaustive list of any or all functions a position could perform. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Maintains the safety and security of the learners and campus, foster an optimal learning environment and act as a deterrent to unsafe or poor behavior by providing high visibility throughout the school; walking and surveying hallways and common areas; intervening when necessary to diffuse hostile situations with participants and enforcing safe school policies regarding weapons, tobacco, illegal substances, traffic rules, dress code, etc.

Discusses/mediates infractions with participants, provide written accounts of unacceptable behavior/incidents to administrators and assist with assignment of disciplinary measures as necessary.

Reports unsafe conditions and potential health and safety hazards to custodial staff and coordinator.

May monitor security cameras to oversee the safety and security of students, staff and school assets.

Assists visitors with questions and directions to Community Services classes and activities; escorts unauthorized visitors off campus.

May assist administrators in the investigation of illegal activity within the school.

Ensures registration process for open gym participation is followed.

Assists staff and participants during crisis situations, including fire drills, tornado drills, weapons control, bomb threats and lockdowns.

Maintains records, logs and reports.

Performs physical requirements which may include restraint of students or adults and breaking up fights.

Attend and participate in staff meetings and in-service training programs as requested.

Knowledge, Skills and Abilities

Thorough knowledge of student behavior and behavior management; general knowledge of school personnel and administrative practices, procedures and methods; ability to respond to hostile situations and intervene in physical altercations; ability to work with large groups of students; ability to work a flexible schedule to include evenings, nights and weekends; ability to promote and follow school board policies and building and department procedures; ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds; ability to recognize the importance of safety in the workplace, follow safety rules, practice of safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator; general skill in the use of personal computers and related software packages, hardware and peripheral equipment and two-way radios; ability to communicate complex ideas effectively in both oral and written forms; ability to work with and through administrators, teachers and support staff; ability to develop and present ideas effectively, orally and in written form; ability to establish and maintain effective working relationships with students, staff and the general public.

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Education and Experience

High school diploma or GED and moderate experience preferred, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires standing, walking and speaking or hearing, frequently requires using hands to finger, handle or feel, climbing or balancing and reaching with hands and arms and occasionally requires sitting, stooping, kneeling, crouching or crawling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

None.

Last Revised: 10/18/2017