



CAMPUS SUPERVISOR

DEFINITION:

Under supervision assigned by the Principal serves as the campus supervisor assisting in the supervision of the school campus and contingent areas. Responsible for student attendance to classes, to clear halls and walks during class periods, supervises bicycle and vehicle parking regulations and general safety of students on or near the campus.

PERSONAL CHARACTERISTICS:

Should possess the personal characteristics generally recognized as essential for good public employees including integrity, initiative, emotional maturity, dependability, courtesy, good judgment, and ability to work cooperatively with others.

EXAMPLES OF DUTIES:

- Serves as campus supervisor of students; E
- Patrols campus areas for safety conditions and student attendance; E
- Clears hallways and walks of students during class periods; E
- Patrols bicycle parking areas; E
- Patrols vehicle parking areas; E
- Enforces vehicle regulations on campus; E
- Performs other related duties as assigned. E

QUALIFICATIONS:

Knowledge of:

- Human relationships
- Students and their needs
- Duties and responsibilities of Campus Supervisor
- Proper use of English language
- Bilingual skills desirable

Ability to:

- Follow directions
- Communicate on an oral/written level
- Maintain cooperative effective relationships with students, teachers and adults
- Use good judgment

EXPERIENCE:

One (1) year of successful experience involving contact with high school age youth in a supervisory capacity preferred.

EDUCATION:

High school diploma or equivalent.

LENGTH OF SERVICE:

Ten (10) month position.

WORKING CONDITIONS:

Environment: Outdoor environment

Physical Abilities: Standing for extended period of time, running, walking, and climbing stairs, and hearing and speaking to exchange information. Ability to see for the purpose of observing and supervising an area from a distance or at close range. Ability to occasionally bend, twist, sit, stoop, kneel, push, pull or crawl. Ability to lift or carry 20 lbs.

Hazards: Adverse weather conditions, and potential physical hazards involved in intervening in anti-social and violent behavior.

LENGTH OF SERVICE:

HOURS:

SALARY:

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification, however it is intended to accurately reflect the principal job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.