

**Central Valley School District  
Job Description**

**TITLE            Campus Supervisor - High School**

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**GENERAL SUMMARY**

This position monitors, guides and directs students throughout the day on the high school campus. This position develops positive rapport with students as well as other staff members.

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**ESSENTIAL JOB FUNCTIONS**

Depending upon the individual assignment, the Campus Supervisor may perform all or a combination of the following:

1. Available to assist administrators throughout the day (not in a class room setting).
2. Check all exterior doors each morning, and revisit continuously throughout the school day.
3. Approach and escort all visitors or intruders without proper ID passes to the office.
4. Patrol parking lots, issue parking tickets and process tickets.
5. Write referrals as needed for students' misbehavior.
6. Patrol all hallways, restrooms, parking lots and other areas of campus to safeguard all students and staff throughout the day.
7. Assist in all fire drills and lockdowns. Clear specific areas of the building which are designated to.
8. First responders to fights on campus, notifying administrators for backup.
9. Escort students to administrator's office, when needed.
10. Enforce Central Valley School District dress code.
11. Consistently monitor students at all times.
12. Address student behavior which could include; swearing, threats, violence, drugs and alcohol.
13. Assist administrators in conducting searches as requested.
14. Respond to any emergency situation to assure safety in the building.
15. Coordinate with law enforcement when necessary.
16. Assist with building a positive climate and culture within the school
17. Problem solve with building administrators and staff.
18. Be consistently positive with students and staff.
19. Implement building PBIS goals.

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**REPORTING RELATIONSHIPS**

This position reports to the school principal or assigned administrator.

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**MENTAL DEMANDS**

May experience frequent interruptions; may be required to shift tasks and priorities; required to deal with a wide range of student behaviors; required to deal with a wide range of physical and emotional disabilities; may occasionally deal with distraught or difficult students.

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**PHYSICAL DEMANDS**

Required to work outdoors in inclement weather; required to stand for prolonged periods; required to be on ones' feet and walking the campus for a high percentage of ones shift; may occasionally be exposed to aggressive or violent behavior .

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**QUALIFICATIONS**

1. High school diploma or equivalent.
2. Demonstrated ability to communicate clearly and work effectively with students and staff.
3. Prior successful instructional experience and/or training in working with children.
4. A valid first aid card is required.

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**CONDITIONS**

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

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**UNIT AFFILIATION**

PSE – School Assistants

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