



William S. Hart Union High School District
Personnel Commission - Classified Employment
OPEN COMPETITIVE EXAM ANNOUNCEMENT
Substitute Campus Supervisor

Released: October 16, 2018

THE POSITION:

William S. Hart Union High School District is accepting applications for Substitute Campus Supervisor. Substitutes work on an as-needed basis during the school year. Shifts are normally 5.5 hours per day. Salary is \$13.51 per hour. Salary may increase to \$15.44 if long-term status is achieved.

MINIMUM QUALIFICATIONS:

Education and Experience: High school diploma or equivalent and one year of experience working with secondary age youths in an organized setting. Please refer to Pages 2 through 3 for complete job description.

APPLICATION DEADLINE: **OPEN CONTINUOUS**

EXAM PROCESS:

Qualifications Appraisal Interview (QAI): Qualified applicants will be invited to a QAI, date TBD.

Exam Weight: QAI – 100%

APPLICATION PROCESS: All applicants must apply online at www.applitrack.com/hartdistrict/onlineapp. A resume may be uploaded to the online application but will not be accepted in lieu of a thoroughly completed online application. From the home page, select "Start an application for employment," or if you have previously submitted an online application, select "Log-in" to access your saved application. Follow the steps as directed. On the "Vacancy Desired" section, select **Job ID #1806** (Substitute Campus Supervisor). Applications submitted without a Job ID # will not be routed appropriately and will not be accepted. You must thoroughly complete and submit the online application. You will receive a confirmation email once your application has been received. **All correspondence (i.e., exam invitations, exam results) will be handled via email from mailbot@applitrack.com. Please update your email account to allow email from this sender.**

NOTIFICATION: Online applications will be screened to determine if the minimum qualifications are met. All applicants will be notified of his/her qualification status via email.

ALL APPLICANTS:

Ranking on a list is determined by scores attained plus any applicable seniority or veteran's points. Certification of the top three ranks shall be those who have the highest examination scores. As part of your rights, Merit Rule section 2.14.C, Review and Appeals of Examination states, "if a candidate wishes to protest any part of the examination, the protest must be submitted in writing to the Classified Personnel Director during the five (5) day review period". The review period is the days following notification of your test results. Please review this section in the rules for additional details. If you have any questions, please contact the Personnel Commission Office at (661) 259-0033, ext. 411.

The William S. Hart Union High School District Personnel Commission is committed to equal employment opportunity for all individuals. District employment shall be free from discrimination based on sex, race, color, religion, national origin, ethnic group, sexual orientation, marital or parental status, physical or mental disability, section 504 disability or any other unlawful consideration. Reasonable accommodation in the testing process will be provided to all applicants with disabilities. Persons needing reasonable accommodation, please notify the Personnel Commission Office at 661-259-0033, ext. 411 at least 48 hours prior to the exam.

William S. Hart Union High School District**Position Description**

Position: Campus Supervisor	
Job Family: Student Support	FLSA: Non-exempt
Approved by: Personnel Commission, February 10, 2010 Revised: <u>August 8, 2012</u>	Salary Range: 090

Summary

Under the direction of the principal or assigned administrator, maintains and promotes a safe and secure environment for staff and students on a secondary school campus. Provides a preventative presence and facilitates communications between students and school staff that enhances understanding.

Distinguishing Career Features

The Campus Supervisor is the first in a two-level career path encompassing school campus security and promoting positive student behaviors. The Campus Supervisor actively participates in the surveillance of campus environments, observes the behavior of individuals and groups, and escorts and monitors visitor traffic. Advancement to Lead Campus Supervisor requires demonstrated skills in leading a small team, participating in in-services to solve problems, and establishing and monitoring student behavioral objectives.

Gender is a Bona Fide Occupational Qualification for these positions. This is determined by whether or not in order to perform the essential duties successfully, the incumbent is required to enter, inspect and monitor gender specific student restrooms and/or locker rooms to insure student safety.

Essential Duties and Responsibilities

- Monitors student conduct to attempt to prevent vandalism, theft and other illegal activities, and promote a safe and secure environment.
- Works with individual students to enhance positive behavior. With guidance, may monitor behavior goals for students by receiving and providing feedback.
- Assists in providing a support network for students.
- Performs patrol of school buildings, grounds, and parking areas to maintain order and safety, and provide a preventative presence to attempt to prevent illegal acts.
- Facilitates communication between and among students, school and District officials and staff, parents, and law enforcement personnel to enhance understanding and promote a safe and secure environment.
- Confers with a wide variety of individuals concerning student conduct, assisting students in need, and handling conflicting resolutions and other matters.
- Responds to teacher requests for assistance in the classroom.
- Responds to emergencies or contacts emergency agencies according to established guidelines.
- Observes and checks students or visitors who appear to be loitering and are out of class and determines appropriate action. Identifies students in violation of school rules and regulations including attendance issues, possession of controlled substances, and weapons and take appropriate action.
- Observes students in public gatherings, recognizing potential for physical confrontations or violence. Mediates to resolve conflict.
- May monitor student activity in a classroom setting or before/afterschool activities, under the direction of an assigned administrator or certificated staff.

- Maintains up-to-date knowledge of crime trends from word-of-mouth, local law enforcement, and other sources.
- Assists in stabilizing incidents involving students with weapons and/or banned substances.
- Observes and reports hazards or activities which might endanger students or personnel.
- May assist staff and/or students with physical limitations to move about campus locales. Unlocks and opens doors and lockers.
- Participates in emergency management drills.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills

- Knowledge of basic surveillance, security, and safety procedures.
- Knowledge of individual and group student behavior and the techniques for overseeing students in unstructured settings.
- Sufficient math skills to record distances, numbers, and times.
- Sufficient writing skill to prepare incident reports.
- Sufficient interpersonal skills sufficient to deal with normal and possibly confrontational situations, influence student behavior, to facilitate group discussions among students, to work with students from diverse cultures and backgrounds, and to assist with counseling.

Abilities

- Requires the ability to perform the essential duties of the position.
- Assess situations, interpret student behavior, and apply appropriate measures to enforce school regulations.
- Diffuse situations calmly and with authority.
- Learn, interpret, explain, and apply District regulations, policies, and procedures governing student behavior on school properties.
- Prepare descriptive reports and maintain records of problems or situations requiring intervention.
- Analyze situations quickly and objectively and take action.
- Use appropriate defense measures to protect self or others in adverse situations.
- Maintain two-way radio communication with local police authorities and site administrators.
- Communicate positively with students, in a multi-ethnic setting and to interact both formally and informally with District staff, and visitors.

Physical Abilities

- Work inside and outdoors engaged in work primarily of an active nature.
- Ambulatory ability to stand and walk for extended periods of time, physical strength to lift and carry objects of moderate weight for a short distance on an occasional basis, and agility to respond to emergency situations.
- Near and far visual acuity to observe campus activity, drive at low speeds, and read reports and written instructions.
- Hearing for ordinary conversation and to hear other sounds in order to respond to normal and emergency situations.

Education and Experience

High school diploma or equivalent and one year of experience working with secondary age youths in an organized setting.

Licenses and Certificates

Requires a valid California Driver's License.

Working Conditions

Work is performed indoors and outdoors where safety and health considerations exist from temperature extremes, physical effort, and dangerous incidents.