

**Corning Union High School District
Job Description**

JOB TITLE: Campus Supervisor

SALARY RANGE:	15	DEPT./FAMILY :	Paraeducator
SUPERVISOR:	Principal or Designee	APPROVED:	Board of Trustees

DEFINITION

Under direction of the Principal or designee, supervise student activity on all areas of the campus, assist administration and staff in the communication and enforcement of school rules and regulations applicable to students; assists in screening visitor access to school facilities; and to assist the staff as required. Advocates on behalf of students; understand the needs of the students and follows up when appropriate; builds successful relationships with students to ensure a productive learning environment; understands his or her role and responsibility and how it contributes to student achievement; anticipates and responds quickly to student needs; contributes to creating and maintaining a positive and safe environment for students; treats all students fairly.

ESSENTIAL FUNCTIONS

- Patrols and monitors school buildings, grounds, parking lots, buses, perimeter, restrooms, and eating areas to enforce school rules with regard to safety and student behavior etc. to prevent loitering and ensure compliance with school regulations and local laws.
- Detain and question students who are out of class to determine the nature of their activities; question visitors to the campus to ensure that they are properly authorized.
- Confers with students regarding improper behavior and attempts to obtain voluntary compliance with school rules
- Escorts students to the administrative office, if needed
- Reports unusual incidents and observations to appropriate school or legal authorities in accordance with procedures established by the principal/or district
- Check for and report actual and potential safety hazards to appropriate administrators.
- Maintain a calm, professional demeanor and positive management of student conflict
- Supervises activities and special programs when assigned
- Attend meetings pertinent to fulfilling job duties
- Coach students in communication, self-control, and cooperation for the purpose of ensuring a positive learning environment

- Works with students to encourage achievement and progress
- Assists administration in recordkeeping and compiling reports
- Assures confidentiality
- Performs a variety of clerical duties
- Participates in staff meetings and professional development activities
- Operate and use various school technology
- Transport students in a District vehicle
- Other related work as required by supervisor

ENVIRONMENT

Outdoor environment/temperature – normal to extreme climate.

Continuous interaction with students, public and staff.

Noise level in the work environment is usually moderate.

PHYSICAL DEMANDS

The physical demands described here 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 job functions.

- Stamina to spend long periods of time walking and standing to complete security patrol duties
- Ability to patrol outdoors in inclement and extreme weather conditions
- Requires 90%-100% walking or standing, occasional running as required for student safety
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Light to moderate physical effort standing and/or walking for extended periods of time.
- Frequently lift and/or move up to 25 pounds, and may occasionally lift and/or move up to 50 pounds.
- Lifting and/or transferring of students.
- Mobility to stand, stoop, reach and bend.
- Ability to hear and see others across spaces

KNOWLEDGE, ABILITIES AND SKILLS:

KNOWLEDGE OF:

- Basic techniques to motivate students and manage student behavior.
- Recognize problems which may interfere with the welfare of students and implement appropriate solutions.
- Proper English usage, spelling, grammar, punctuation and vocabulary
- Bilingual skills – desired

- Security practices and procedures, including problem solving, commitment to students, job, professionalism, interpersonal, communication, and organization
- Procedures and practices for ensuring the safety and welfare of others
- Behavior management strategies and techniques relating to pupil achievement
- Investigative procedures – desired
- Rapidly acquire specific knowledge of student involvement and rules for student behavior
- Work harmoniously with students, school staff and parents
- Basic computer skills
- Modern office equipment

ABILITY TO:

- Deal tactfully and effectively with students.
- Respond appropriately in emergency situations.
- Deal constructively with conflict.
- Demonstrate an understanding, patient and receptive attitude toward students.
- Establish and implement consistent, firm and appropriate limits.
- Enlist the cooperation of students in the enforcement of rules and regulations.
- Understand and carry out written and oral instructions
- Effectively supervise students in a variety of situations.
- Learn, interpret and enforce school and District rules, regulations and policies regarding student behavior and discipline.
- Learn basic techniques of crisis intervention, crowd control, traffic control and conflict resolution.
- Maintain the security and confidentiality of specified records and information.
- Maintain effective working relationships with students, parents, teachers, and administration.
- Empathize with the needs of students; react with flexibility, patience, and sensitivity to changing situations and needs of students; communicate with students and motivate them to participate in learning activities.
- Assist in providing outreach information, attending meetings and coordinating with other staff members on students' health issues.

QUALIFICATIONS

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

- Work in involving the welfare and safety of student or others, preferably in an educational environment
- Previous experience relating to adolescents

- Equivalent to the completion of high school.
- First Aid and CPR certificate desirable.

LICENSE REQUIREMENT

- A valid California Drivers License
- CPR/First Aid Certification
- Mandated Reporter training

NOTE:

The District may require specialized skills, abilities and training appropriate for a particular assignment.