



Classified Job Description

CSEA Revised: June 18, 2015

NJUHS Board Approved: June 24, 2015 and December 18, 2019 (ratified by CSEA March 4, 2020)

Position Title:	CAMPUS SUPERVISOR
Contract Term:	9 months
Salary Range:	20

GENERAL DEFINITION:

Under the direction of the site administrator provides supervision in matters pertaining to the enforcement of school rules and policies on and around the school campus.

UNDER SUPERVISION OF:

Principal/Designee

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Patrols buildings and grounds to prevent theft, vandalism, and illegal entry.
2. Patrols grounds to detect unauthorized persons or vehicles.
3. Supervises students before, during and after school to assure good order, discipline and adherence to school rules.
4. Makes necessary referrals to appropriate administrators for students exhibiting inappropriate behavior.
5. Oversees regulations concerned with the driving and parking of vehicles on campus and liaison with agencies (if any) responsible for writing parking citations.
6. Supervise bus loading area.
7. Liaison with law enforcement agencies as needed.
8. Escorts students to various locations on campus as requested by administration.
9. Assist with communication to school neighbors, private and commercial, to ensure a free-flow of information.
10. Assist in Nurse's Office as necessary.
11. Identification of currently used drugs, and paraphernalia for referral to administration and law enforcement as needed.
12. Defuse volatile situations and refer to administration and/or law enforcement as directed.
13. Prevents the presence of unauthorized persons on the campus and prevents the unauthorized leaving of the campus by students.
14. Ensures students receive first aid and prepares accident reports when students are injured.
15. Assists administration with general student supervision as required.
16. Assigned security of extra curricular activities as deemed necessary.
17. Must be able to meet and interact with employees and parents/guardians in routine situations, which require tact, discretion, and courtesy.
18. Process low level referrals including to but not limited to meeting with students, taking statements and supporting discipline policies other than suspensions from school.
19. Uses the school's Student Information System (SIS) to log interventions with students.
20. Facilitates after school detention, keeps track of detention attendance and communicates with Assistant Principals' Secretary and parents regarding who attended and who did not.
21. Distributes parking permits and keeps accurate records of permit information.
22. Assigns detentions to students when necessary.
23. May be required to drive district vehicles.
24. Other related duties as assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

High school diploma or equivalent. Previous experience in the security industry preferred.

CERTIFICATES AND LICENSES:

Must possess a valid First Aid card and CPR certificate. Valid California drivers' license and evidence of insurance, access to an automobile, TB, and criminal justice fingerprint clearance. Must complete a course satisfying the requirements of SB 1626 [completion of a training course developed by BSIS in consultation with the Commission on Peace Officers Standards and Training (POST)].

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, draw and interpret graphs. Performs arithmetic calculations at the level necessary for satisfactory job performance.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to communicate clearly and concisely, both orally and in writing. Ability to effectively present information in one-on-one and small group situations to staff, parents, students, administrators and the public.

REASONING ABILITY:

Ability to independently problem solve unique student and employer situations. Ability to understand and carry out detailed written and oral instructions.

OTHER SKILLS AND ABILITIES:

Ability to interpret and apply pertinent school district procedures, policies, laws, rules and regulations, and to apply them with good judgment in a variety of situations. Ability to handle stressful and potentially volatile situations. Ability to identify currently used drugs and drug paraphernalia. Knowledge of confidentiality laws. Meets the public tactfully and courteously and answer questions correctly. Understand and carry out oral and written directions, establish and maintain cooperative relationships with those contacted in the course of work.

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 functions.

While performing the duties of this job, the employee is regularly required to walk and talk or hear. The employee is required to stand, walk, stoop, kneel, or crouch.

The employee will occasionally lift and/or push up to 50 lbs. The employee must be able to push items of 75 pounds such as moving/rearranging furniture. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.