



COVINA-VALLEY

UNIFIED SCHOOL DISTRICT

December 1999

CAMPUS SUPERVISOR

DEFINITION

Under the direction of a site administrator, assists in maintaining security in a school setting; ensure student compliance with school and District policies and regulations.

EXAMPLES OF DUTIES

Maintain security of school buildings, grounds, facilities and other campus sites; enforce school and District rules, regulations and policies for the safety and security of students, staff and property according to established procedures; patrol campus perimeter, lunch areas, hallways, walkways, classrooms, restrooms and parking lots; listen and take work direction and guidance from site administrator or other designated personnel; assists in maintaining security of campus; escort students to office for disciplinary action as needed; report unusual activities or unauthorized visitors to site administrator; observe students during passing periods between classes; assure timely return of students to class; check student identification cards, hall and lunch passes of students; escort or refer students without proper passes or identification to the office; observe student behavior to assure compliance with school rules; prepare and maintain simple records related to student referrals as required; may assist in supervising and maintaining security during school bus loading and unloading, athletic events, student recreational activities and other activities; assist visitors with campus orientation and directions; perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Basic methods of individual and group supervision;
- Basic interests, attitudes and emotional development of the adolescent;
- Approved procedures and techniques involved in supervising and communicating with students;
- Health and safety regulations;
- District organization, operations, policies and objectives;
- Oral and written communications skills;
- Applicable sections of the State Education Code and other applicable laws;
- Interpersonal skills using tact, patience and courtesy.

Ability to:

Assist in controlling the behavior and activities of students in a variety of situations;
Learn, explain and apply District and school rules and regulations related to acceptable student behavior;
Communicate effectively with students, teachers, administrators and the general public;
Understand and follow oral and written instructions;
Work independently with little direction;
Read, interpret, apply and explain rules, regulations, policies and procedures;
Establish and maintain cooperative and effective working relationships with others;
Perform simple and repetitive tasks.

Training and Experience:

Any combination equivalent to graduation from high school. At least six months of experience working with students in a school setting in a supervisory or security capacity. Additional, security training is desirable as is experience working with middle or high school students.

This position will be paid on the appropriate step of the Classified salary schedule:

- Range 141
- School Year