



LEAD CAMPUS SUPERVISOR

Revision Date: 01.13.10

BRIEF DESCRIPTION OF POSITION:

Under the supervision of the Assistant Principal, oversees and participates in activities assigned to Campus Supervisors; assists in designating areas of assignment on the campus; serves as liaison between site and district administration and campus supervisors.

STATEMENT OF TYPICAL DUTIES:

- a. Assists in the implementation of the site discipline and school safety plan; assists in enforcing school rules and maintaining a safe and orderly environment for all students and staff. **E**
- b. Assists in designating areas of assignment on the campus for Campus Supervisors. **E**
- c. Assists with orientation of newly hired campus supervisors as well as those who transfer to the site. **E**
- d. Assists the Assistant Principal, Athletic Director, and Activities Director in coordinating campus supervision assignments for extracurricular activities, both on site and at other sites, when needed. **E**
- e. Assists administration in completing police reports for losses, thefts, break-ins, etc. **E**
- f. Assists in identifying and keeping an inventory of equipment. **E**
- g. Assists administrators in identifying graffiti, drug and gang-related activities. **E**
- h. Assists in compiling information for the school crime report. **E**
- i. Attends meetings with administration as directed. **E**
- j. Performs other related tasks and assumes responsibilities as may be assigned by proper authority. **E**

KNOWLEDGE AND ABILITIES:

Knowledge of:

- District disciplinary and attendance rules and procedures
- Crowd Control
- Safety procedures and practices
- The symptoms of the use of illegal substances
- Gang, drug and graffiti-related activities
- Education Code and State Law as they relate to student behavior
- School safety plan
- Crisis prevention and intervention skills

Ability to:

- Coordinate and participate in campus supervision activities at an assigned school site.
- Train and provide work direction to others.
- Apply knowledge of schedules, procedures and use of equipment and supplies used in campus supervision.
- Observes and report unsafe conditions.
- Understand and follow oral and written directions.
- Maintain routine records.
- Meet schedules and timelines.
- Communicate effectively with others.
- Establish and maintain cooperative and effective working relationships with others.
- Serves as a Liaison with police department
- Operate hand held documentation device

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above. Two years experience as district campus supervisor required.

PYSYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach horizontally and vertically; lift heavy objects; stand, walk for prolonged periods; see to read; use hands and fingers to operate tools and equipment; speak clearly; and hear well enough to communicate effectively to perform all tasks.

WORKING CONDITIONS:

Work includes indoor and outdoor environment, including various weather conditions.