

## **SANTA CRUZ COUNTY OFFICE OF EDUCATION**

### **CAMPUS SUPERVISOR**

#### **DEFINITION**

Under the immediate supervision of the department director, assist in the supervision and control of persons in or around campus buildings, facilities and areas adjacent to the school site. Assist school staff in the safety and well being of students.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Provide a presence that gives the school's faculty, staff and students a safe and secure environment where good order and discipline prevail.

Monitor external walkway, parking lots, lobbies, entryways, internal hallways and lunchrooms.

Report incidents of misbehavior to proper school authority.

Serve as a positive role model for students.

Direct movement of groups to and from school and dismissal from eating areas.

Report observations of troubled personal relationships to proper school authority.

Respond immediately to the classroom as requested by teachers.

Respond immediately to reports of drugs and/or weapons in the school.

Exercise physical control only to the extent reasonably necessary to maintain order, protect property, protect the health and safety of students, or to maintain proper and appropriate conditions for learning.

Direct visitors to proper school authority and prevent unlawful loitering.

Develop and maintains rapport with students.

Reinforce positive attitude among students and advises individual students and student groups.

Provide first aid procedures when necessary.

Keep appropriate records and logs daily activities.

Other duties as assigned.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Methods and procedures for basic security work and regulations that apply to public education.

Laws pertaining to juveniles; controlled substances and their effect upon behavior.

Customs and activities indicative of undesirable youth groups.

Basic first aid.

### **Skill and Ability to:**

Understand and carry out oral and written communications, English/Spanish bilingual/bicultural preferred.

Establish rapport with students, staff and public.

Gain the interest, respect and cooperation of students and staff.

Move groups of students under emergency conditions.

Operate radio/communication equipment and basic office equipment.

Complete and maintain required reports on computer.

Interpret and enforce rules and regulations firmly and fairly.

## **EDUCATION AND EXPERIENCE**

*Any combination of education, training, and experience that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the required knowledge and skills would be:*

### **Education:**

Completion of 12<sup>th</sup> grade or equivalent.

### **Experience:**

Training and/or experience in public safety. Working with school aged children.

### **License or Certificate:**

Possess and maintain a valid California driver's license, proper insurance and a good driving record. Possess and maintain CPR and first aid certification.

## **SPECIAL REQUIREMENTS**

*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 essential functions.*

Standing and walking short and long distances continuously; occasional lifting and carrying of 20-30 lbs; sitting, bending, stooping, kneeling, pushing, pulling; climbing slopes, steps, stairs and ladders; vision that allows accurate observation from a distance, hearing, speech/language processes; ability to use communication devices and other technological equipment, telephone, automobile. Exposure to a wide range of weather conditions. Physical activity involving non-violent crisis intervention procedures. Frequent travel in personal automobile to school sites.

**Approval Date:** April 19, 2005