

DRAFT

**CLASS TITLE:      CAMPUS SUPERVISOR**

**DEFINITION:** Under general supervision and evaluation by the site administrator, performs work of routine difficulty in continuous monitoring student activities during school hours in and around the school facility; and performs other related work duties as required.

**EXAMPLES OF DUTIES:**

- Visually observe student behavior during campus hours on school property; document and report all incidents according to established procedures
- Advise the principal and assigned supervisor of all serious disturbances, hazardous conditions, unsafe procedures and all serious safety/security matters
- Tour the school's perimeter and interior periodically to provide maximum visibility, reduce potential physical conflicts among students and provide an atmosphere conducive to the learning process
- Patrols hallways, restrooms and other areas in and around a school campus. Physically patrol and monitor all campus buildings and grounds; stop and question all students not in class during class time; monitor parking lots and student gathering areas before, during and after school; report to school site administration students that are in the hallways during class time
- Visually monitor campus buildings and grounds for the presence of outsiders on school campus and report to administration; Checks for unauthorized persons on school grounds and is on the alert for disorderly conduct by students
- Tactfully and diplomatically deals with potential or actual misconduct by students
- Request identification from adults and students and assist them, as necessary, with legitimate school business
- Reports incidents beyond designated authority to the appropriate school administrator
- Confers with school administrators on activities relating to the monitoring of students in and around the assigned campus
- Assist with school safety programs, as assigned, such as fire drills, evacuation procedures, inspection of fire equipment and other school property
- Ensure adherence to good safety procedures; follow federal and state laws, as well as Board policies; comply with all nondiscrimination policies of the Board of Education
- Maintain discipline and orderliness during breakfast and lunch periods and when buses are loading and unloading students
- Successfully participate in training programs offered to increase individual skill and proficiency related to assigned duties to include cultural diversity, conflict resolution and sensitivity training
- Performs other related duties as assigned

**DESIRABLE QUALIFICATIONS:**

**Training and Experience:** A combination of training and experience equivalent to high school graduation; some experience working with young people and training with restorative social justice practices and response to intervention strategies.

**Knowledge of:**

- The community
- School routines, policies and regulations
- Diverse academic, socioeconomic, cultural and ethnic backgrounds of students

**Skill in:**

- Responding appropriately to behavior problems of students to maintain safe and orderly conditions on a school campus
- Establishing and maintaining effective working relationships with others

**Ability to:**

- Have sufficient mobility with or without accommodation to perform the duties of the position
- Learn and interpret school and district rules, policies and procedures
- Follow oral and written directions

**Licenses:**

- A valid California Driver's License may be required.

**Certificates and Other Requirements:**

Meet requirements as set forth in applicable state and federal laws and District Annual Notices (i.e. Mandated Reporting, Blood Borne Pathogen). Certification in First Aid and CPR required every 2 years.

**Environment:**

School-based settings and surrounding school environment or other District designated environment working with students in a diversified campus environment; subject to diverse weather conditions.

**Physical Abilities:**

Seeing to monitor students during classroom activities and to read instructional materials; hearing and speaking to exchange information and provide assistance to students and staff; walking, reaching, holding with arms, bending at the waist, crouching and squatting to assist students; dexterity of hands and fingers to assist students and to operate specialized equipment or office equipment; pushing wheelchairs, lifting up to 25 pounds or equivalent in lifting students.

**Other Qualifications:**

Must successfully pass the District's pre-employment fingerprinting and TB testing.

CSEA, Salary Range 372  
MT. DIABLO UNIFIED SCHOOL DISTRICT

Board Approved: 6/79  
Board Revision:

*Handwritten signatures and dates:*  
L. [Signature] 5-21-05  
M. [Signature] 5-21-05  
C. [Signature] 5-21-05  
5-21-05