

CLASS TITLE: CAMPUS SUPERVISOR II

DEFINITION: Under general supervision and evaluation by the site administrator, performs work of routine difficulty in scheduling the work of noon and/or campus supervisors; providing for the continuous monitoring and controlling of student activities in and around the school facilities; collaborates with administrators, law enforcement and probation officers as well as other representatives of public and private agencies in matters related to student behavior/discipline; facilitating the student conflict management program; and performing performs other related work duties as required.

EXAMPLES OF DUTIES:

- Assign the area(s) and rotate schedules amongst campus supervisors for maximum coverage on campus; develops and coordinates the work of all noon and/or campus supervisors work schedules and assigns duties to noon and/or campus supervisors
- Visually observe and monitor 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
- Monitors and controls student behavior and activities in hallways, restrooms, quad, lunch room, parking lots and other areas in and around the school facility.
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 building and grounds for the presence of outsiders on school campus and report to administration. Checks and warns unauthorized persons on school grounds and monitors and responds to disorderly conduct by students
- Tactfully and diplomatically intervenes with potential or actual misconduct by students, employing tested strategies and behavior modification/conflict resolution techniques
- Request identification from adults and students and assist them, as necessary, with legitimate school business;
- Reports incidents beyond designated authority to administrator
- 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

- Trains noon and/or campus supervisors
- ~~Performs other related duties as assigned~~

DESIRABLE QUALIFICATIONS:

Training and Experience: A combination of training and experience equivalent to graduation from high school; two years verifiable experience working with middle or high school age youth in a diverse school setting; training and experience in conflict resolution, gang culture, substance abuse, and training with restorative social justice practices and responsive to intervention strategies and other issues related to the conduct of middle and high school students.

Knowledge of:

- Community, district and school policies and procedures related to student management
- The role of law enforcement related to student conduct and discipline
- Diverse academic, socioeconomic, cultural and ethnic backgrounds of students

Skill in:

- Effective communication
- Behavior modification
- Managing student activities
- Conflict resolution strategies
- ~~Directing the work of other adults~~
- Establishing and maintaining effective work relationships with others

Ability to:

- Act independently in responding appropriately to student behavior problems
- Exercise sound judgment in maintaining safe and orderly conditions in and around school facilities
- 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 instructions

License:

- 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 404
MT. DIABLO UNIFIED SCHOOL DISTRICT

Board Approved: 6/79
Board Revision: 3/01
Board Revision:

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