

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT**  
**JOB DESCRIPTION**

***POSITION TITLE: CAMPUS SUPERVISOR***

***DEFINITION:*** Under general supervision of the school principal, to patrol and supervise assigned school campus areas to ensure a safe and orderly environment on the school campus; to maintain traffic control on campus and to assist in the enforcement of school rules.

***ESSENTIAL FUNCTIONS: Duties may include, but are not limited to the following:***

- Patrol and supervise assigned school campus areas, including hallways, playgrounds, classrooms, campus perimeter, restrooms, parking lots and eating areas before, during and after school to enforce school rules and traffic control with regard to safety and student behavior
- Determine why students are out of class and the nature of their activities and direct or escort them as necessary
- Monitor and greet visitors on the campus to ensure that they are properly authorized
- Respond to rule infractions; report serious violations of school rules to school administrators; report suspicious or unauthorized activities and/or vehicles to school administrators
- Check for and report actual and potential safety hazards to appropriate administrators
- Serve as a member of the school district emergency safety team
- Assist in safety searches of campus related to explosives, drugs, and other threats
- Administer first aid and CPR as authorized under current standard certification as necessary
- Intervene and assist in situations likely to result in disruption or injury and direct students to refrain from such conduct
- Supervise at school events that may occur during after school hours as directed by principal or designee
- Keep well informed of laws relating to minors
- Make use of the school's radio to maintain contact with school officials
- Check the student, faculty and visitor parking lots to ensure proper parking requirements and maintain an awareness of vehicles arriving to and leaving the campus
- Assist in maintaining traffic control on school property
- Assist in supervising the loading and unloading of school buses, making sure that safe and cordial conduct is observed
- May assist with monitoring students with in-school suspension and after school detention.
- May monitor students assigned to clean up
- May assist in handling attendance referrals from teachers as instructed by principal or his designee
- May deliver messages, passes, books and paperwork to teachers and students as necessary
- Maintain records and files as necessary
- Be recognized as campus supervisor by appropriately assigned uniform
- Perform related duties and responsibilities as assigned

***QUALIFICATIONS:***

**Knowledge of:**

- Basic techniques to motivate students and manage student behavior

- Traffic control techniques and strategies.

<b><i>POSITION TITLE: CAMPUS SUPERVISOR, Continued</i></b>
--

- Techniques used in public relations
- CPS reporting
- Identification of students with substance abuse problems
- Appropriate and effective approaches to discipline
- Computer programs and record keeping methods

**Ability to:**

- Use discretion in all matters, including maintaining confidences
- Recognize the limitations of the authority granted to this position and to distinguish between minor and major offenses and to refer students to the principal as appropriate
- Learn, interpret and enforce school and District rules, regulations and policies regarding student attendance, behavior and discipline
- Learn and perform principles and practices of first aid and CPR
- Learn basic techniques of crisis intervention, crowd control, traffic control and conflict resolution
- Deal tactfully and effectively with students, staff, parents, and public
- Respond appropriately in emergency situations
- Establish and implement consistent, firm and appropriate limits
- Enlist the cooperation of students in the enforcement of rules and regulations
- Work independently in the absence of supervision
- Communicate clearly and concisely, both orally and in writing in English
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work

***EDUCATION AND EXPERIENCE:***

- Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities listed herein
- Two years experience working with and supervising adolescents
- High school graduation or equivalent

***PHYSICAL REQUIREMENTS: of this position are, but not limited to the following:***

**Ability to:**

- Stand in one area for extended periods of time
- Stand and walk for extended periods of time
- Ascend and descend steps
- Visual ability to read handwritten or typed documents and instructions and vision which allows accurate observation from a distance
- Ability to conduct verbal conversation in English
- The ability to listen to and understand information and ideas presented through spoken words and sentences
- The ability to communicate information and ideas in speaking so others will understand
- Communicate using the telephone and radio
- Demonstrate the manual dexterity to operate a computer keyboard, two-way radio and security alarm keypad
- Push/pull, squat, turn, twist, bend, and stoop
- Lift/carry up to 50 lbs

***POSITION TITLE: CAMPUS SUPERVISOR, Continued***

- Reach in all directions
- Think clearly and rationally to solve problems, make good judgments and decisions
- Work day and or evening shifts as needed
- Ability to meet the travel requirements of this position

***WORKING CONDITIONS:***

Indoor and outdoor working environment subject to long periods of standing and walking; bending, crouching, and kneeling, reaching in all directions

***LICENSE OR CERTIFICATE:***

- Possession of a valid California Driver's license
- Possession of valid CPR/First Aid certification

**NOTE:** This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures

Adopted by the Board of Education: June 21, 2007