

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

CAMPUS SUPERVISOR

DEFINITION

Perform a variety of duties as an early responder related to supervising the students, staff, facilities and grounds of an assigned District school campus. Assist with student compliance related to District rules, policies and report security violations/incidents.

SUPERVISION RECEIVED AND EXERCISED

Receive general supervision from the principal or designee.

EXAMPLES OF DUTIES – According to District guidelines, policies, procedures, and/or training, duties may include, but are not limited to, the following:

Monitor school campuses or other District facilities, as assigned by school or District administrator; observe security of premises (buildings, grounds, and equipment) to detect any unauthorized entry, vandalism, arson, or the presence of persons on or about the site without proper authority; escort and direct students and authorized visitors to various school campus locations; escort non-students and unauthorized visitors as needed or directed; provide general information and directions; monitor gates and exit points; monitor students' behaviors in non-classroom activities, including, but not limited to, before and after school activities, break, lunch and passing periods, and special school activities; refer students to an administrator as necessary; identify, report and respond to situational conflicts between student groups and individuals according to established guidelines and intervene when necessary; support students in following school rules and policies; report inappropriate behavior to school administrators; work collaboratively with school site personnel and outside law enforcement agencies; unlock and lock gates, doors, lockers and school facilities as directed. Respond to classroom calls of disturbance, behavior problems or related situations; recognize and respond to illegal contraband, substances, and weapons. Conduct student property and locker searches as directed; foster positive relationships with students, parents, staff and community; support and assist school administrators during emergency situations on campus as necessary and participate in emergency drills; observe and report safety, sanitary, and other hazards as well as maintenance and repair needs to administration or designee; utilize and respond to calls on a district approved communication device to communicate with administration, the school office, and other security personnel; enter narrative behavior reports related to student misconduct, accident reports, and observation reports on district software; and perform all other related duties as assigned.

QUALIFICATIONS

Knowledge and Abilities: Knowledge of basic methods of individual and group supervision; basic interests, attitudes and emotional development of adolescents; appropriate safety precautions and procedures; basic organizational, school, and state laws, rules and regulations related to campus safety; security and monitoring practices; basic recordkeeping utilizing district software; active listening techniques; operation of a two-way radio, computer

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and assigned software. Ability to create positive student and school community relationships; communicate effectively both orally and in writing; analyze situations and adopt an effective course of action; monitor assigned areas; assist with school and District policies and regulations; anticipate and intercede student conflicts and fights; perform duties with patience, tact, and good judgment within established guidelines.

Experience and Training Guidelines: Any combination equivalent to graduation from high school and experience in working with youth in an organized setting.

Other Requirements

Valid CPR and First Aid Certificate are required.

Reviewed and Agreed to by:

Incumbent: _____ Date: 03/15/2023